



GENERAL EVERYDAY UPDATES

General content changes, wording added/removed	2 x 15 minutes per month per client
Events/services details added/removed	
Price adjustments	
Images which only need resizing, repairing, improving, borders added etc	Over 15 mins \$40/hour
Videos already uploaded to YouTube	
Buttons (social media, email)	
PayPal pay/buy-now button added - business paypal account must be in use	
PayPal button price adjusted (usually needs adjusting in your PayPal also)	
Quick adjustments to Banner/Logo counted as minimum 15 minutes work	
Upload of Blog/spelling/grammar check to existing blog (one I have designed)	

WORK SCHEDULES *(not compulsory - please see the Work Schedule PDF for details)*

General website check - each page visually neat and clean Mobile friendliness	Plan A 1-2 hours per month
Link check - broken links, leading to errors or non-existent pages	
Check - spelling, grammar	Plan B 1-2 hours per 3 months
Check - old content, no longer relevant or contradictory, confusing	
Email space, bandwidth, website space on the server	
Optimisation work to increase your website presence online	\$40/hour
Backups	
Feedback	
Other approved work between client and myself	

PAY AS YOU GO

Any work listed in the Work Schedules can be booked any time, pay as you go	\$40/hour
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GRAPHIC DESIGN

Original banner/logo design included in total Website Investment	
Other work in Photoshop (cards, banners, posters)	\$40/hour
Purchase of images for logos, websites, design work	reimbursed
Reordering cards, posters without any changes	\$ 10.00
Banners for Facebook pages if not starting design from scratch	\$ 10.00
Orders paid by me to Vistaprint or Officeworks - 3 day invoice	reimbursed

OTHER WORK

TeamViewer Remote Access Support *	\$50/hour
PDF work (manuals, newsletters) **	\$40/hour
Detailed current website review and reports (<i>with view to redesign</i>) <i>If redesign commences, the cost is reduced by \$50.</i>	\$50/hour
Social Media Management (Facebook Insta, no paid ads)	\$50/hour

* Team Viewer remote access support to your Desktop PC, or Laptop. Installation of programs such as SuperAntiSpyWare, CCleaner and McAfee Site Advisor, email repairs, email set up, I do not use Outlook so may not always be able to help.

** Editing, spell checking and layout of documents, including adding images, saved as PDFs for workshops, retreats, lessons

WORK OUTSIDE BUSINESS HOURS

Work requests outside my scheduled hours which I agree to do	20% loading
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