



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, border 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 in use	
PayPal button price adjusted	
Quick adjustments to Banner/Logo min 15 minutes work	
Email changes	

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

General Website Check - each page visually neat and clean	Plan A 1-2 hours per month
Link Check - broken links, leading to errors or non-existent pages	
Check - Spelling, Grammar	
Check - old content, no longer relevant or contradictory, confusing	Plan B 1-2 hours per 3 months
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 Website Investment (\$990)	
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	\$10.00
Paid by me to Vistaprint or Officeworks - 3 day invoice	reimbursed

OTHER WORK

TeamViewer Remote Access Support *	\$50.00
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>	\$50.00

* Team Viewer remote access support with your Desktop PC, or Laptop. Installation of programs such as SuperAntiSpyWare, CCleaner and McAfee Site Advisor, email repairs, email setup, Outlook or Thunderbird for email management

** 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	20% loading
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