



**GENERAL EVERYDAY UPDATES**

General content changes, wording added/removed	2 x 15 minutes per month per client
Events/Services details added/removed	
Price adjustments	Over 15 mins \$35/hour
Images which only need resizing, border added etc	
Videos already uploaded to YouTube	
Buttons (social media, email)	
PayPal paynow 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
Link Check - broken links, leading to errors or non-existent pages	1-2 hours per month
Check - Spelling, Grammar	Plan B
Check - old content, no longer relevant or contradictory, confusing	
Email Space, Bandwidth, Website Space on the server	1-2 hours per 3 months
Optimisation Work to increase your website presence online	\$35/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	\$35/hour
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## **GRAPHIC DESIGN**

Original banner/logo design included in Website Investment (\$950)	
Other work in Photoshop (cards, banners, posters)	\$35/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**

Current website review/reasons for rebuild/educational report <i>- deducted from total should a new website result</i>	\$50.00
TeamViewer Remote Access Support	\$35/hour
PDF work (manuals, newsletters)	\$35/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

## **WORK OUTSIDE BUSINESS HOURS**

Work requests outside my scheduled hours	20% loading
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