

{Date}

Website Maintenance Proposal For {Company}

1.0 Proposal Overview

This proposal covers the maintenance of corporate website .for {Company} to reflect a more customer-facing objective.

The ultimate purpose of the maintenance of a maintenance service is to keep the web site regularly up to date and therefore attractive to search engines , visitors and all important stakeholders.

2.0 Proposed Services

What is included in the Website Maintenance Proposal is:

1. Graphics & Animation Updates – adding, editing and sizing of any pictures / animations to the existing website which does not fall under the scope of the layout or actual design of existing website.

2. Website Content Updates – adding, editing and/or removing any text or copy on the existing site including any articles, reports, contact information and product or service description.

3. Script / Program Updates – adding, editing, removing and installing any scripts, programs or software to the existing website can be done under the scope of this proposal provided it does not change the overall design or look of the site more than 30%. If this will change the existing website more than 30% then it would fall under the scope of a New or Redesign Proposal.

4. Services We Offer

- We monitor your web site intermittently and upon your request.
- We check for and fix any broken links.
- We check for poor or fading images and replace as required.
- We update your web page (static page) Meta tags.
- We list your business with search engines monthly.

- 10 Adebowale Close, Ikeja , Lagos
- 10 Ondo Street, Old Bodija Estate , Ibadan.

- We search for and recommend to you web companies for reciprocal linking or affiliating with, that will better expose your company.
- We will test all e-mail accounts (requires you to confirm receipt).
- We will remain in-touch with your server(s) and inform you if any server changes are important to your account.
- We will make minor changes to sentence or paragraph wording (this does not include removing nearly all the text from a page and replacing it with new text).
- Any additional text / alterations or images required or requested will be charged at an hourly rate. (Rs. 60/- per hour). Minimum time charge is half an hour (1/2).

5. Complete Monthly Backups – each month your existing website will be backed up and saved to our local server.

The scope of this proposal does not include the following:

1. Re-design of site – the scope of this proposal is limited to maintenance and does not allow for complete or partial redesign of existing site.
2. Website Marketing – the scope of this proposal does not include Search Engine Optimization ,marketing campaigns on social media platforms (Facebook, Twitter, etc) or on search engines (Google, Yahoo etc).

3 Remunerations.

It is suggested that the maintenance proposal will be for a 12 months period, commencing on the day of notification.

Proposed maintenance proposal sum is N75,000 per month.

Additional On Demand Services .

This will provide the client with access to any requested changes to the look, content, and feel of the web site. .This may include a total web site overhaul, where we the designers, are required to submit any ideas and platforms for a new design or to full-fill the needs or direction of the client. It may also include internet marketing services.

An estimate of the cost of providing the requested additional requirement or service or other by the client in writing/email or by telephone discussion will be provided to the client for approval. A firm price will be agreed to by both parties before commencing the services required. Cost of on demand maintenance services will be on the basis of hourly rates.

4.0 Company information

Xceedia Limited is a Nigeria based software engineering organization with affiliates in UK and USA. The web development department of the organization is **websesame** which comprises an integrated team of web consultants, creative designers, writers, and programmers . A portfolio of completed jobs can be found at www.websesame.com .. We have done web development jobs for client from ALL continents of the world. Below are some of our completed jobs



World Adrenaline – (www.worldadrenaline.com) This is a sports and recreation event booking website for a USA based client, in which we supplied the back end solution, including the CMS and all associated scripts.



PZ Nigeria Plc – (www.pzcussonsng.com) A corporate website for PZ NIGERIA PLC Nigeria for which we execute all design and development . The brief in this case was to replicate some of the design and functionality of the website of the parent company at www.pzcussons.com



Orchid Events – (www.orchidevents.co.uk) This is an events booking and project management website for a UK based client. It featured complete event organization, costing and project management functionalities including seating arrangement and menu settings , all provided from backend scripts which we executed.



A Timeless Culture – (www.atimelessculture.com) This is a full featured shopping cart website for a UK based client .It features a dynamic catalogue with full order and fulfillment functions and also marketing functions such as blogs and newsletter delivery.

The business-driven approach of Xceedia Limited differentiates the organization from others. For more than five years it has built up a reputation for creating a positive return on investment for clients. The CEO of Xceedia , Timi (Rotimi) Ogunjobi is an internationally reputed author in the IT field with several successful publications.

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