



# Website Maintenance Proposal

Prepared for:  
{Client\_name}

Prepared by:  
Ariki Creative

[arikicreative.com](http://arikicreative.com)



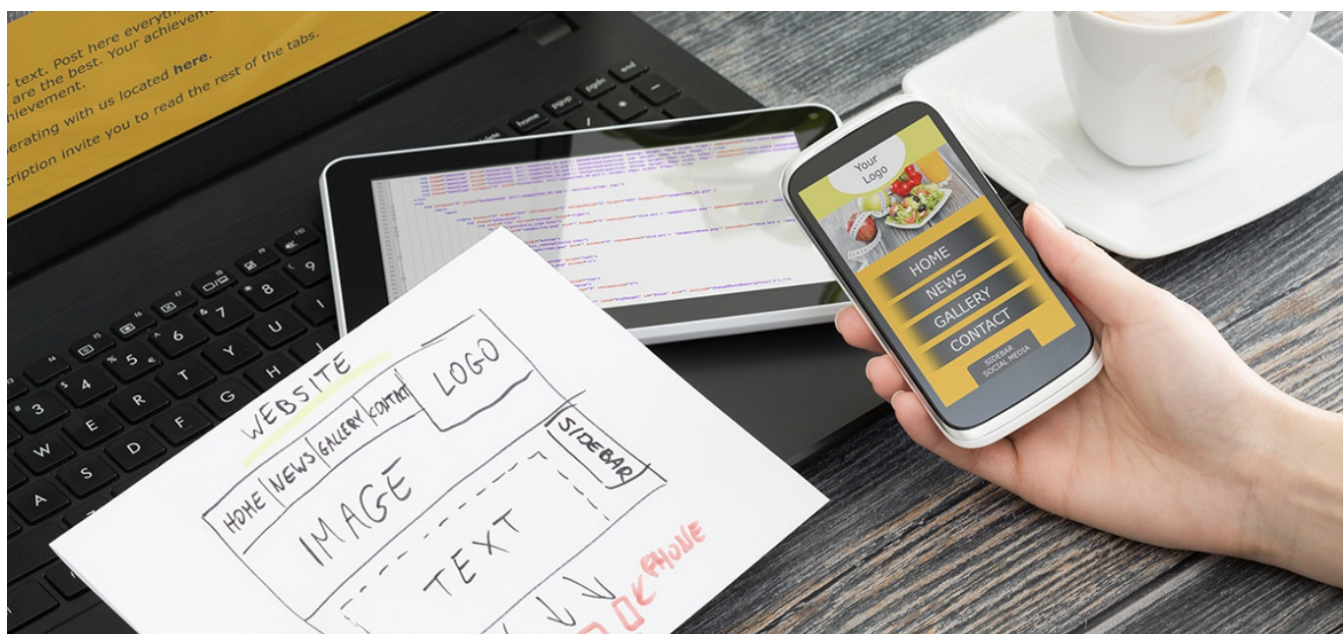
# Website Maintenance Proposal

## About us

Ariki Creative was started in 2007, by **Hori Te Ariki Mataki** with an initial core focus on graphic design and illustration for iwi and community organisations in Ōtautahi. Today Ariki Creative has evolved into a diverse, multi-faceted powerhouse creative team with a reputation that precedes them. Offering design services that extend to web, animation, mobile, video and beyond.

Ariki Creative is a provider of website maintenance, hosting domain and security services for our clients. We specialize in ensuring our Clients websites remain secure, updated, and optimized.

## Strategic Implementations





## **Onboarding Phase**

The onboarding phase will include the following initial meeting for briefing, scope/rescope and accepting the quote. Once the quote is approved and the deposit has been made we consider this as an onboarding phase.

## **Transition Phase**

The transition phase must include revisions, troubleshooting, plans for maintenance. In this transition period, all issues about hosting, migration, SEO, SSL, Email setup, plugins, Analytics etc, will be covered and completed if opted by the client.

## **Handing over phase**

After we launch the website, we will provide the backend access to the website so that the client can make the minor changes and also will supply the video/document on how to make the changes.

## **Maintenance Phase**

Maintenance Phase will include basic best practices for support, maintenance, and upkeep.

## **Services**

The following services are included in our proposed website maintenance package:

1. Content editing
2. Domain renewal
3. Web hosting
4. Email hosting
5. SSL
6. Any plugins/ integrations used in the website
7. SEO
8. Analytics



*Please note: We will not be responsible if any third-party integrations or embedded code crashes, we can fix it though if the client contacts us, which will be covered as a part of our maintenance if the client opts for our maintenance services.*

## **Content updates**

We will be updating the existing website content, imagery, and videos on a monthly basis if you accept the maintenance quote provided when the quote is sent to you. The edits also include the design/layout.

*Please bear in mind: that if the website goes live and you want to make edits in the same month it won't be charged separately and the price will be adjusted in the same month, but you will be only allowed a maximum of 2 hours per week during that month. If the maximum number exceeds we will start charging accordingly. And also from the following month, you will be charged if you send edits and the cost for edits depends on the hours we spent on the changes. To make the edits completed on time you first need to approve the monthly mahi IT/web support quote sent from us.*

## **Domain renewal**

We will be purchasing the domain for you if you are happy or it's up to the client to purchase from their end and provide us the access for setting up the DNS records etc. If you choose us to get the domain name then we will charge the domain price annually. We use GoDaddy as our domain provider, if you wish to change the domain provider from GoDaddy for other reasons, this will be billed accordingly

## **Email hosting**

We will be hosting the emails Microsoft office account, we use GoDaddy to host our emails, the client needs to be specific if they want standard email package or business email package so that it will be billed accordingly, you can find more details on the email at <https://nz.godaddy.com/email/professional-business-email>



## SSL

We will purchase the SSL certificate from the domain hosting provider which is godaddy, and we will set up SSL at the backend, for that we use [Really Simple SSL](#) which migrates the domain from HTTP to HTTPS.

*Please bear in mind : that you need to renew the SSL annually which will be invoiced to you annually*

## Plugins/ third-party integrations

The cost of the plugin will depends on the functionality required for the website such as bilingual translations etc and will be billed annually id we purchased it. And also ilf you are using any external functionality and provided us the code but you somehow forgot to renew it from your end and the code crashes, it will be comes under monthly maintenance.

## SEO

Updating and adding new keyords or description of the pages

## Analytics

To add access to the account and provide some information if required.

## Timeframe

| Phases             | Timeline  |
|--------------------|---|
| Onboarding Phase   | see the initial quote provided                                    |
| Transition Phase   | see the initial quote provided                                    |
| Handing over Phase | 1 week after the launch including the backend access and tutorial |
| Maintenance Phase  | Depends on the number of hours worked per month(Billed monthly)   |



## Pricing

The pricing for the following project could be estimated as given in the table below.

| Service         | Rate                                | Timeline                            | Subtotal  |
|-----------------|-------------------------------------|-------------------------------------|---|
| Content updates | \$120.00                            | 0                                   | depends on the number of hours                      |
| Domain hosting  | \$37.99                             | annually                            | \$ [0.00]   |
| Web Hosting     | \$ [0.00]                           | 0                                   | \$ [0.00]   |
| Email Hosting   | \$ [0.00]                           | 0                                   | \$ [0.00]   |
| SSL             | \$91.99                             | annually                            | \$ [0.00]   |
| SEO             |                                     | Keywords or description accordingly |   |
| Plugins         | Rate depends according to the usage | annually                            | \$ [0.00]   |
| Aanalytics      | Rate depends according to the usage | annually                            | \$[0.00]  |
|                 |                                     | <b>TOTAL</b>                        | <b>(Inclusive of all taxes)</b><br><b>\$ [0.00]</b> |

## Terms and Conditions

For full read of terms and conditions visit <https://arikicreative.com/terms-and-conditions/>

## Acceptance and Signature



You can bring us on board by signing below.

Signature:

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Name:

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Date:

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For further queries,

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Contact us at **+64-2102382822**

Write to us at **info@arikicreative.com**