[Client.Website]
Maintenance Services Proposal

For: [Client.FirstName] [Client.LastName]

Prepared On: [Created.Date]

Valid Until: [Expiration.Date]

Introduction

[Client.FirstName],
This proposal outlines [Sender.Company]'s proposed maintenance solution for your website. In the following sections, you'll find information about the specific services and payment terms which we feel are appropriate based on past conversations with you.
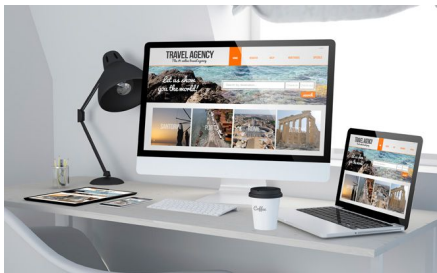Should you have any questions, comments, or concerns after you've thoroughly reviewed this proposal, I encourage you to leave a comment on the right hand side of your screen. I am automatically notified of any comments, and will be able to respond promptly.
Thank you for the opportunity to earn your business!
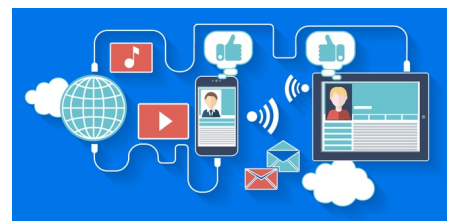
[Sender.FirstName] [Sender.LastName]

Agency Background

[Sender.Company] is a provider of website maintenance, hosting, and security services for commercial clients. We specialize in ensuring our clients' websites remain secure, updated, and optimized. Below, you'll find testimonials from just a few of our many satisfied clients:

"[Sender.Company] does a great job with our website maintenance. We rely on our website as a key lead generation tool, and since partnering with [Sender.Company] we've had no issues with reliability or security."

"[Sender.FirstName] is our point of contact at [Sender.Company]. When we reach out with a question or request, we're always able to get an answer within a few hours, which is more than I can say about our previous website maintenance provider."

Proposed Services

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

- Secure Backups
- Content Updates
- Script/Program Updates
- 24/7 Website Monitoring

Secure Backups

[Sender.Company] will create a complete backup of your website every 30 days. All backups will be stored in a secure local server.

Content Updates

As you create new content for your web pages and blogs,[Sender.Company] will publish them appropriately to your site, along with any accompanying images. We will also update meta tags for SEO purposes when publishing new content.
We will also make minor changes to your website's copy, images, or layout at your request, so long as those changes do not require changing more than 25% of your website in a given month. If more in-depth changes are required, a statement of work will be created with separate pricing for website design services.

Script/Program Updates

We will add or edit scripts, programs, and software at your request, and when necessary to maintain site performance and security. As with content updates, any updates that will change more than 25% of your website in a given month will require a separate statement of work for website design services.

24/7 Website Monitoring

[Sender.Company] will monitor your site for security breaches and outages 24/7. We will notify [Client.Company] of any website issues within 1 hour of initial occurrence, and will resolve issues as quickly as possible. The actual resolution time for website maintenance issues, including security breaches and outages, will vary depending on the specific parameters of each event.

Pricing

The following table details pricing for the above described website maintenance package. This pricing is a one-year term, which grants you access to a 5% discount.

Name	Price	Months	Subtotal
Website Maintenance Retainer Monthly Fee	$2,499.00	12	$29,988.00

Subtotal	**$29,988.00**
Discount (5%)	**-$1,499.40**
Total	**$28,488.60**

Acceptance

To approve and accept the website maintenance proposal above, simply sign electronically using the fields below. You will be able to download a copy of this proposal for your records, and an initial invoice will be sent to you within 24 hours. You will receive subsequent invoices every 30 days for the next 11 months. All invoices are due within 20 business days of receipt by [Client.Company].

_____

[Client.FirstName] [Client.LastName]

[Client.Company]

_____

Date