



Web Maintenance - web maintenance is important! Once you have your web site designed and hosted, you will need to maintain it on an ongoing basis. Next to Advertising & Marketing, web maintenance is very important!

### WEB SITE MAINTENANCE

- What is web maintenance?

Think of it as painting your house, the more attractive it is, the more often it will be visited and noted to others. Good regular maintenance will also keep visitors coming back. As simple a thing as a time stamp on you web page, will show the viewer your pages are up-dated regularly. Make your web-site attractive and always aim to attract new visitors to it. Maintenance can consist of minor text changes or additions to graphics or a new web-site page design or new page content, etc.

- What does web maintenance cost?

Again, fees will vary from one company to another. Web-site maintenance is a standard component in any "All Inclusive" Web-site Packages.

- WestCoast Treasures cdrom Maintenance Plans:

WestCoast Treasures cdrom aims to achieve your preferred standing on the World Wide Web. WestCoast Treasures cdrom Web Maintenance Plans include all the required services for maintaining your web site at an unmatched price.

- PLANS AVAILABLE:

#### Monthly Maintenance Plan and On Demand Maintenance

##### a) Monthly Maintenance Plan

Contract will be for a six months period, commencing on the day of signing this contract. After a six-month period, a month by month maintenance plan is available, to meet your company's ongoing needs (Cancellation requires thirty - 30 - days written notice).

For this fee:

- We monitor your web site intermittently and upon client 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 (main site) meta tags.
- We list your business with search engines monthly.
- 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).
- Server – We will remain in-touch with your server(s) and inform you if any server changes are important to your account. This includes having the server check your (Root Web) and (Shopping Cart) for problems.



Monthly Maintenance Plan continued

- 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. (\$70.00 Cdn. per hour). Minimum time charge is one-half (1/2) hour.
- Monthly Plan does not include:

This monthly plan does not include the “Shopping Cart” section of your web site.

NOTE: Editing of and or any minor / major changes to the shopping cart will require at least an hour (or more) for a full re publishing (required by Shop Factory program) of your shopping cart.

Payment terms and Conditions:

The first month’s payment will be due and payable at the time of signing. Subsequent monthly payments are due every thirty days for the balance of the contract period.

Monthly Plan: This monthly plan is available for \$100.00 dollars per month, plus applicable taxes.

This type of contract is ideal for operators of web sites who expect infrequent changes to their site, and need to be concerned mainly that the site is properly maintained and functioning.

ON DEMAND MAINTENANCE

b) On Demand Maintenance Plan

This contract and its’ hourly rate, will be for a six (6) month fixed period. It will commence on the day of signing this contract. After a six-month period, a month by month maintenance plan is available, to meet your company’s ongoing needs. Cancellation - or rate increases requires thirty (30) days written notice from either party.

For this fee:

- This contract will provide the client with any requested changes to the look, content, and feel of the web site including the “Shopping Cart” section. We will also, upon request, check and update meta tags, broken links, replace and edit images text and or create new pages and or images and in general provide whatever the client requests. Reasonable consultation time will be included for free.

To summarize, On Demand Maintenance includes all work required by the client. 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.

- Payment Terms and Conditions: An estimate of the cost of providing the requested service or other by the client in writing 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 (secure payments available on-line). Full payment must be received before the service is started, completed and uploaded.

This on demand maintenance plan has an hourly rate of seventy dollars (\$70.00-Cdn.), with a minimum billing of thirty-five dollars (\$35.00-Cdn.).



WEB SITE MAINTENANCE CONTRACT

This type of contract is ideal for a web site owner who may desire to check basic maintenance items himself, but occasionally requires extensive site design or product additions, or who periodically runs product "specials"

On behalf of \_\_\_\_\_, I hereby agree to the terms and  
(Company Name)



conditions for \_\_\_\_\_ maintenance agreement as outlined above.  
(Maintenance Plan)

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
(Client)

Signed and agreed to by:

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

On behalf of WestCoast Treasures cdrom

 <b>Yes! I need more information on this new CDROM</b>		
<input type="checkbox"/>	Please contact me	Name: _____
<input type="checkbox"/>	I want a demonstration	Company: _____
<input type="checkbox"/>	I want pricing	E-Mail: _____
<input type="checkbox"/>	I want to order	Tel. _____
<input type="checkbox"/>	I want to advertise on your CD-ROM or web site.	 Fill out and fax back to 1.604. 681.4460

Tel: 1- 604 - 681-5582 Fax: 1- 604 - 681 - 4460 e-mail: [webmaster@wctcdrom.com](mailto:webmaster@wctcdrom.com)



Addendum to WestCoast Treasures cdrom "Contract"

• **Special Condition and Termination of Contracts:**

If a client of WestCoast Treasures cdrom wishes to have work done on a web site or any part thereof, by an outside party, WestCoast Treasures cdrom holds the following rights:

a) WestCoast Treasures cdrom must be informed prior to any outside party doing work on the web site. Unless informed, this contract will be null and void.

b) Upon termination of contract, WestCoast Treasures cdrom requires the client ensure the following conditions be enforced;

- All reference to our company (WestCoast Treasures cdrom) be removed from the web site.

**Meta tags** (and not limited to the following):

Eg: <meta name="Creator" content="WestCoast Treasures cdrom - http://www.wctcdrom.com/">

Eg: <meta name="Publisher" content="WestCoast Treasures cdrom - http://www.wctcdrom.com/">

Eg: <meta http-equiv="author" content="WestCoast Treasures cdrom. http://www.wctcdrom.com">

Eg: <meta content="WestCoast Treasures cdrom" name="owner">

Eg: <meta content="WestCoast Treasures cdrom" name="Copyright">

Eg: <!-- email:webmaster@wctcdrom.com --> <!-- copyright 1997 2006: wctcdrom.com -->

Eg: <meta http-equiv="REPLY-TO" content="wctcdrom.com">

Eg: <!-- Copyright © WestCoast Treasures cdrom. 1997, 2006 All rights reserved. No part of this website may be reproduced in any way without written permission from the editor CDDH -->

Eg: **Images** (WestCoast Treasures cdrom web design logo - **links** (to WestCoast Treasures cdrom web design) and information pertaining to the design, and any others that reflect our company name. This will be done in a timely manner (30 days) after termination of contract.

c) **Administrative and Technical** changes to be made with Internic, Network Solutions, Cira, within thirty days of termination of contract.

d) **Special Web Sections:** Any special sections of web site; Eg: Shopping Carts, Forms, Data Bases etc as detailed in Contract Worksheet(s).

e) **Special Web Section and or additions to web sites;**

Eg: Shopping Carts, Forms, Data Bases etc. as detailed in clients Contract Worksheet(s). Any section as detailed on the worksheet that has been created and maintained over time by WestCoast Treasures cdrom, will become the property of the client at no charge. WestCoast Treasures cdrom will for a moderate fee, install and instruct the client or his party on the use or maintenance of said program.

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(Company Name)

conditions for \_\_\_\_\_ maintenance agreement as outlined above.  
(Maintenance Plan)

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
(Client)

Signed and agreed to by:

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
On behalf of WestCoast Treasures cdrom