

SERVICE DESCRIPTION – Basic Webmaster Service

Do you need a low cost Internet presence but lack the time or expertise to manage it yourself?

The Webmaster Service is designed for organisations such as Smaller Businesses, Charities and Not For Profit Organisations. We work with you to help to make your use of the internet effective by acting as your webmasters. That means that you do not need to deal separately with ISPs and domain name registrars; we do it all for you.

Under the basic service:

You :

- Supply all text, graphics and photographs electronically *
- Send us updated information as required
- Are responsible for your own PC e.g. setting up to send and receive email **

We :

- Register a domain name for you and handle all renewals
- Set up Web Site Hosting and handle all renewals.
- Set up (up to 3) email boxes.
- Build a simple web site of up to about 5 pages to a design that you approve
- Provide full telephone support to you and your customers on Web site related matters.
- Update the content of the web site when you request it (typically 4 -12 times in a year)

COSTS

Year One (initial setup + maintenance and support)	£250 Plus VAT
Year Two Onwards (maintenance and support)	£150 Plus VAT

EXTRAS

We are happy to quote very competitive prices for additional services such as:

- Web site redesign or expansion from the initial design
- Promotion on search engines, social media, online directories etc
- Interactive elements such as mailing lists and response forms
- Electronic newsletters
- Online shopping sites

NOTE

* If required we can arrange graphic design for you at additional cost.

** If required we can arrange IT support for you at additional cost