

John Boyce Websites

Website Service Proposal

Prepared for: June Gilbert, Marketing Committee Chair

Prepared by: John Boyce, Webmaster

May 30, 2013

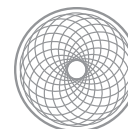
Proposal number: 05302013

June,

Thank you for considering my services for the V V C website. I truly do appreciate the fact that you have considered me for this project. I trust the information below will be clear enough for you to get a solid expectation of what I am offering. Please do feel free to call or email with any clarifications you may require.

Thank you!

John Boyce



Website Service Proposal

Objective

John Boyce Websites has been requested to submit a bid to provide website maintenance, updating of the site and a monthly statistical report of activity on the current Valley View Website.

The objective will be to professionally maintain the current Valley View Co-op website with information provided by personnel from V V C. We will update site information as received from V V C for example; new available home listings, seasonal photo changes, updated page copy and review site statistics to reflect better SEO results, provide links to social media sites V V C has available now, or creates in the future, such as a Facebook page or a Twitter account.

Goals

Keep the information on the site current looking great and assure all links and forms are functioning properly. Monitor and maintain the integrity of the V V C website including any social media links to or from the V V C website that are related to Valley View Cooperative. Determine the top 5 keywords/phrases people are using to search the internet for the services you offer and integrate these into the V V C site to receive the best search results possible.

Accountability/Accessibility

There will be two (2) dates per month for the submission of site changes and updates. I suggest the following dates, the 1st and 15th of each month designated for update submissions which will include revised copy, photos, or events to be added or removed. A V V C liaison will be established from whom I will receive all communications and site changes and updates. (Urgent site updates arising outside of the normal two (2) designated monthly updates, will be accommodated as much as possible.)

I will provide a monthly report via email to a designated individual regarding web traffic on the V V C website. This will be prepared on Friday prior to the second Wednesday of each month to be delivered in time for your monthly committee meeting. Extra Things... New pages or features that do not currently exist on the site will be negotiated separately.

Cost of Monthly Services

The monthly service charge will be \$300/mo with an hourly charge of \$60 per hour in excess of 6 hours per month. V V C will agree to retain my services for one (1) year after which we will re-evaluate.