**We're here to help.** Need to change a link or upload a file? Looking for advice or suggestions? We'll do straight-forward updates to text and images on existing pages for no additional charge.

**Our team is at your service for up to 2 hours per month.** Have something else in mind? We provide free estimates for more complex solutions from \$95/hour.

As a reminder, with either self-serve or full-serve plans we always include domain registration, secure hosting, automated plugin and platform updates as well as nightly backups. Self-serve plans do not include any of the following.

## What's included with full-serve plans:

- Edits to text on existing pages, including adding in new provided text
- Changes to images on existing pages, including resizing to fit
- Edits to links on existing pages, including removal, opening in a new window/tab
- Basic changes to existing contact forms, such as adding or removing standard fields and updating delivery email addresses
- Security updates
- Plugin and platform updates
- Troubleshooting issues related to existing websites
- Analytics (Google Analytics installation and automated monthly reports)
- Site monitoring (speed issues, 404 errors, broken links)
- Adding images to existing galleries (with exception for "bulk" uploads of images)
- Adding provided posts/links to existing blog or video sections
- Basic SEO

## What's not included with full-serve plans:

• Creation of new pages, blogs, post types, products

- Addition, removal and changes to pricing, quantity or stock of ecommerce products
- Graphic design of any kind besides resizing of existing images
- Design and redesign of web pages, landing pages, etc.
- Copywriting for new pages, blogs, post types or products
- Custom development of any kind
- Plugin research and implementation of any kind
- Enhanced SEO, including reviewing keywords, queries and trends to enhance pages
- Galleries, addition of, if not already included
- Template changes of any kind
- Addition of new post types, not already part of the existing site such as blogs, videos, galleries, locations, etc.
- Adjustment of overall website layout, structure or change in styling of fonts, colours, etc.
- Urgent changes of any kind, if required immediately will be billed accordingly
- On-call tech support, outside of basic guidance and instruction
- Integration and management of payment platforms such as Stripe, PayPal, Moneris, etc.