



# Website Maintenance Contract

## Provider Information

**Trumpet Marketing Group, LLC (TMG)**

14304 Gate Dancer Lane Boyds, MD 20841

Phone: (301) 515-4184 Fax: (888) 520-1715 Email: [trumpet@trumpetmarketing.net](mailto:trumpet@trumpetmarketing.net)

## Client Information

**Company Name** \_\_\_\_\_ (Client)

**Address:** \_\_\_\_\_

**Point of Contact Name:** \_\_\_\_\_

**Point of Contact Phone:** \_\_\_\_\_

**Point of Contact Email:** \_\_\_\_\_

## Payment Terms

### Annual Payment

- \$850 (one-time payment)
- \$495 (paid twice a year, once upon contract and once six months after)

Note: You will be notified for renewal option after one year. Payment by Credit Card or Check.

## Payment Method

### Choose One:

- Check # \_\_\_\_\_  Credit Card (VISA, MC, AMEX, DISCOVER)
- PayPal (send to email [trumpet@trumpetmarketing.net](mailto:trumpet@trumpetmarketing.net))
- Online at <https://trumpet.marketing/website-maintenance/>
- Invoice sent by email with payment link.

## Credit Card Authorization

I authorize Trumpet Marketing Group, LLC to charge the following credit card for the payment option designated above:

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

CC# \_\_\_\_\_ Exp Date: \_\_\_\_\_ CSV# \_\_\_\_\_

## Website Maintenance Statement of Services

**Wordpress Updates** - Trumpet Marketing Group, LLC will configure and apply all current Wordpress updates to client's website. It's important to apply the newest Wordpress updates to ensure website's health and security features. Applying these updates will help prevent hackers from breaking into your website and inserting malicious code that can harm your site and cause you to lose your website's position in search engine results. Google, Bing and others may even delist your site if you experience this problem.

**Wordpress Plugin Updates** –TMG will monitor Wordpress plugins and software for client website for updates and updated capabilities.

**Website Backups** –TMG will configure backups of client's website content, files and database monthly to ensure client always has current up-to-date backups incase disaster strikes.

**Uptime Monitoring** –TMG will monitor client's website and ensure that the client's hosting provider is providing the reliability contracted. If the hosting server has frequent outages this can harm your sites rankings and the client can directly loose business which could prevent current customers and potential new customers from contacting you. If client's website performance is poor, TMG will assist client in moving to a different server are even a different hosting provider.

**Website Restores** – If client website is hacked and or defaced with unwanted malicious code or even deleted, TMG will help restore client's website and help prevent lengthy outages. With proper backups and updates, TMG can restore client's website in a timely manner that will reduce downtime and lost business.

**Email Configurations** – TMG will assist client with email maintenance which includes adding or deleting email accounts that are tied to your website and hosting provider. TMG can also configure forwarding and complex email configurations that may be required.

**Professional Edits** – TMG can will provide client with basic website edits. Basic website edits include text changes, add/remove graphics and uploading new files, videos or images. Significant functionality and graphic design edits are not included. This maintenance plan allows for **one hour per month**. Turn-around time on most edits are 24-48 hours. (Value \$1,500)

**Discounted Rate on Additional Services** - For clients under our maintenance plan, we offer a discounted rate on hourly services. (\$85/hour Regularly \$125/hour).

***I agreed to the service statement of work listed above.***

Signed: \_\_\_\_\_ (Client) Date: \_\_\_\_\_