

# EDIT BUDDY

HL METAL MERCHANTS  
LVH-WD&M-09/25-001



Presented by  
**Handre Laubscher**



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info@editbuddy.co.za

# ONBOARDING

## CLIENT ONBOARDING

<b>Client Information</b>	<b>N/A</b>
<b>Client Name</b>	LEANDRE V. DEN HEEVER
<b>Project Name</b>	HL METAL MERCHANTS (LVH-WD&M-09/25-001
<b>Start Date</b>	2025
<b>Contact Email</b>	HLMETALMERCHANTS@GMAIL.COM
<b>Phone Number</b>	+27 82 465 5592

Client contacted for initial consultation.

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Discuss project scope, goals, and budget.

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Identify key services needed (web design, graphic design, SEO, etc.)

☒

Estimate provided to the client.

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## 2. How the client found out about EditBuddy

### WORD OF MOUTH

## 3. Additional Information

Project Scope	Small (1-2 pages)	Medium (3-5 pages)			Large (6+ pages)	
	.	.X			.	
Service Required	Web Design	Graphic Design	E-commerce	SEO	Maintenance	
	.X	.X	.0	.X	X.	
Budget	Under R5,000	R5,000 – R10,000	R10,000 – R20,000		Above R20,000	
	.	.X	.		.	
Timeline	1-2 weeks	2-4 weeks	1-2 months		Flexible	
	.0	.0	.0		.0	

## 4. Project Details

Assets Provided	Yes	No
Logos	.X	.
Content (Text)	.	.X
Images/Photos	.	.X
Hosting Details	.	.X
CMS Login (WordPress)	.	.X
Domain Information	.	.X

## 3. Payment & Deposit

Deposit Received	N/A	Yes	No
50% Deposit	X	.0	.0

## 4. Revisions

Number of Revisions	1-2	3	More than 3 (Additional cost)
	.X	.	.

## Additional Notes:

- \_\_\_\_\_
- \_\_\_\_\_

LEGAL

The client, HL Metal Merchants, has not yet signed any legal documentation required to formalize their agreement. This pending action is critical to proceeding with the terms and conditions of the partnership or transaction, and we kindly request that this matter be addressed promptly to avoid any delays.

BILLING

## QUOTATIONS

# QUOTATION



QUOTATION TO:

**HL METAL MERCHANTS**STAND 448, DELMAY ST  
NORTHERN CAPE  
HARTSWATER 8570

COMPANY:

**EditBuddy**Euefees 5  
Christiana, 2680

NO. QO-HLMM-001

QUOTATION - 2025/01/21

DESCRIPTION	AMOUNT
Website Development and Branding Services (including bilingual setup, hosting, and maintenance for 1 year)	R9,200 once-off
Monthly Hosting, Maintenance, and Domain Renewal Fee (per month)	R750
Optional Add-Ons (e.g., branding updates, advanced SEO, live chat)	Priced separately

**PAYMENTS**Bank Name: First National Bank  
Bank Account: 62756980647

Subtotal	R 9,200
Monthly Fee	R 750 P/M
<b>TOTAL</b>	<b>R 9950</b>

Projects include up to three rounds of revisions; additional revisions will incur extra costs. Estimated project timelines will be provided and may be adjusted based on client feedback. Ownership of all deliverables is transferred to the client upon full payment, but EditBuddy reserves the right to use the work for portfolio purposes. Cancellations are eligible for a full refund if no work has commenced; otherwise, payment for completed work will be required.

  
PH Laubscher

2025/01/21

Date



# ITEMIZED QUOTATION

ITEM	DESCRIPTION	AMOUNT	REQUIRED / OPTIONAL
WEBSITE DEVELOPMENT	Design and build 5-6 pages, bilingual (Afrikaans and English), user-friendly UI	<b>R9,200 once-off</b>	Required
Domain Registration	1 Domain included in the price	Included	Required
Hosting	Secure and reliable web hosting	Included in monthly	Required
Maintenance	Regular updates, security checks, backups, and minor fixes	Included in monthly	Required
Contact Form	Integrated contact form for inquiries	Included	Required
Custom Email Setup	Professional email accounts (e.g., info@hlmetailmerchants.co.za)	Included	Required
Monthly Fee	Covers hosting, maintenance, custom email addresses and domain renewal	<b>R750/month</b>	Required
<b>ADD-ONS</b>			
Live Chat Functionality	Integration of live chat for customer interaction	R750, once-off	Optional
Advanced SEO	Keyword research, content optimization, and competitor analysis (E.g. First Google Search Result)	R850 once-off	Optional
Logo Updates/Redesign	Refresh or redesign of the business logo	R250 once-off	Optional
Social Media Graphics	Custom graphics for social media profiles, posts, or headers (E.g. Facebook, Instagram)	R350 once-off	Optional
Business Card Design	Creative and professional business card designs	R150 once-off	Optional

## INVOICES

- N/A

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