



To: [REDACTED]

From: Angela J. Holden

Date: November 28, 2017

Re: [REDACTED]

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Dear [REDACTED],

Thank you for contacting me about the improvements for [REDACTED].com.

I understand that your current website needs some updating. Specifically, the following are some of the things you pointed out when we spoke:

- You want additional pages for the customers-only area of the site
- The login button needs to be restored
- You'd like to add a survey – the results will be emailed to a specified recipient
- You'd like the ability to add videos to the homepage slider – we agreed videos hosted on Vimeo or YouTube are the best way to achieve this

### Suggested Improvements

- Your current WordPress theme isn't mobile responsive – I can update the coding for mobile devices.
- All of your plugins and WordPress core software should be updated.
- I'll install a small script to automatically update software – this improves your security and the overall health of your website.
- I'll make a complete backup of your website.
- The Admin area of your site is encrypted with an SSL certificate, but the frontend of your website is not – is this intentional? If it's a bug I'd like to fix this.
- The footer has a fixed copyright date "2013" – I'll make this dynamic so it updates to the correct year automatically.

## Estimated Cost & Time

Cost: \$750.00 – **without** mobile responsive coding

Cost: \$1,000.00 – **with** mobile responsive coding

Timeframe: 3 weeks – November 30 to December 21, 2017

Terms: 50% upfront and 50% upon completion. A deposit secures your place on my calendar. Completion is upon approval and launch.

*In order to proceed with work, I need login credentials to your server and database. Before any work commences, I always take a complete backup of all theme and database files. This allows me to work on a private server with minimal disruption to the live site. You will also have a chance to approve all aesthetic changes prior to merging them with the live site.*

Thank you!