

To: [REDACTED]

From: Angela J. Holden

Date: April 15, 2018

Re: [REDACTED]

Dear [REDACTED],

Thank you for asking me to propose a maintenance package for [REDACTED] that includes hosting.

The maintenance package includes:

- 2-3 hours of content updates per month
- Keep WordPress core software up to date
- Keep WordPress plugins up to date
- Bug fixes as needed
- Encrypt root and sub-domains with open source SSL certificate
  - Let's Encrypt: <https://letsencrypt.org/>
- Version control theme files
  - Github: <https://github.com/>
  - Core theme
  - Micro site [REDACTED]
  - Micro site [REDACTED]
- Weekly database backups – shared Dropbox folder
- Bi-monthly core file backups – shared Dropbox folder
- Hosting on Digital Ocean VPS (virtual private server)
- SFTP & Database username and password

If you decide to proceed with my hosting option, I'll create a username and password for access to the server and database.



**Total Cost: \$250.00 per month**