**Creatrix Technologies Pvt. Ltd.**

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**QUOTATION**

Ref No.: CTPL/QTN/2025‑04‑24

Date: 24 April 2025

**To:**

The Management

Trovec Trading LLC

Dubai, UAE

**Subject: Proposal for Website, Social‑Media & Design Support Services for Hygrow & Trovec**

Dear Sir/Madam,

Thank you for considering Creatrix Technologies as your long‑term digital partner. Below is the adjusted quotation in US Dollars, with items 6, 7 and 8 removed as requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Service Description | Deliverables | Frequency | Monthly Fee (USD) |
| 1 | Website Maintenance – Hygrow (Bluehost, WordPress) | Security patches, CMS & plugin updates, uptime monitoring, weekly backups, minor content edits (≤4 per month) | Continuous | 150 |
| 2 | Website Maintenance – Trovec (GoDaddy, WordPress) | Same scope as Item 1 | Continuous | 150 |
| 3 | Domain & Hosting Coordination (OnlyDomains, GoDaddy) | Renewal reminders, DNS & SSL management, registrar liaison | Included with Items 1‑2 | — |
| 4 | Social‑Media Management (Instagram, Facebook Page, LinkedIn Page) | Content calendar, 12 designed posts/reels per month, basic community management & reporting | Monthly | 260 |
| 5 | Graphic Design Pack | Up to 10 artworks/mo: holiday greetings, stickers, packaging mock‑ups, catalogue pages, visiting cards, PDFs | Monthly | 165 |

Monthly Retainer (Items 1 – 5) ……………………………………… USD 725

**Payment & Commercial Terms**

• Billing Cycle: Monthly, invoice issued on the 1st of every month.

• Payment Terms: 100 % payable within 7 calendar days of invoice.

• Contract Duration: Minimum 6 months, renewable thereafter.

• Mode of Payment: Bank transfer in USD (wire/SWIFT) or equivalent..

• Working Hours: Mon–Fri 10:00–18:00 (Dubai Time). Critical security incidents are covered 24 × 7 at no extra cost.

**Assumptions & Exclusions**

1. All necessary login credentials, brand assets and copy will be provided by Hygrow/Trovec.

2. Major feature development or e‑commerce module additions are out of scope and will be quoted separately.

3. Unused monthly design quotas do not roll over.

4. Turnaround for minor website/content updates: 2 working days. Urgent same‑day fixes (force‑majeure) are included.

**Validity**

This quotation is valid for 15 days – until 09 May 2025.

We look forward to partnering with you to keep Hygrow & Trovec’s digital presence secure, fresh and engaging. Please feel free to reach out for any clarifications or adjustments.

Warm regards,

**Ayushman Bajracharya**

Founder & Managing Director

Creatrix Technologies Pvt. Ltd.