**Scope of Work**

1. Creating new pages or posts / Update OR edit pages / Modifications to headers or footers  
2. New page design and design recommendations / Modifying existing layouts  
3. Daily Website Backup  
4. Simple and complex web forms  
5. Renaming pages or files for optimization  
6. Fix broken links  
7. Update sitemap.xml and robots.txt  
8. Manage website hosting  
9. CMS and plugin updates to prevent hacking  
10. Adding or updating links on your website  
11. Adding or updating any files or documents - pictures or videos or text.

12. Fixed review meetings every two weeks; written report required before each review meeting.

**Compensation**

A service fee of USD 300 (Inclusive of Taxes) per month will be paid to the service provider. Payment shall be made on the basis of producing invoice on monthly basis by the service provider.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **November 01, 2021 to April 30, 2022** and is extendable based on the Service Provider's performance of the services and mutual concurrence on revised terms of engagement.