



Digital Intelligence LLC

nicholaigeorgiou.com

Website

Annual Maintenance Proposal

Proposal Document

Version 1.0

Date : 01 March 2025

Est – 25-09

Introduction

Thank you for considering www.nicholaigeorgiou.com for your website maintenance needs. We understand the importance of keeping your online presence up-to-date, secure, and performing optimally. This proposal outlines our approach to maintaining and enhancing your website to ensure it continues to meet your business objectives effectively.

Maintenance Duration: **01-03-2025 to 28-02-2026**

Scope

The scope outlined below will be managed using the latest and most appropriate technology available to accomplish the tasks effectively.

Website Maintenance Services

- **Content Updates:** Modifications to existing page content.
- **Image Updates:** Simple maintenance or addition of client-provided graphics to existing web pages.
- **Menu Updates:** Minor navigation changes included in AMC; major changes quoted separately.
- **Page Additions:** Up to two new pages per month, following the current website theme.
- **Meta Tag Optimization:** Adding or modifying meta tags for SEO improvements.
- **Service Availability:** Maintenance services provided during official working hours (Sunday to Thursday, 8 AM – 5 PM).

Application Maintenance

- **Downtime Monitoring & Notifications**
- **Application Security:** Regular penetration testing and vulnerability fixes.
- **Malware & Hacker Protection**
- **Plugin Updates:** Includes updates for subscribed plugins.
- **Website Restoration:** Full restoration in case of hacking incidents.
- **Periodic Backups**

Turnaround Time

1. Content Update : Within 24hrs

Terms & Conditions

1. This offer is valid for **30 days** from the date of submission.
2. **Server-related issues, capacity management, and downtime** are the responsibility of the server team.
3. **Maintenance activities** will commence upon confirmation of the proposal with an **LPO (Local Purchase Order)**.
4. The following credentials must be provided after proposal confirmation:
 - Control Panel access
 - CMS login details
 - FTP credentials
 - Google Analytics access
5. Any additional scope, such as new forms, modules, or modifications to existing modules, will be charged based on the required effort:
 - RO 80 per man-day for coding.
 - RO 120 per man-day for creative & design work.

Costing

Website Maintenance for www.nicholaigeorgiou.com for 01-03-2025 to 28-02-2026 (1 years)	OMR 50.000 (PM)
VAT 5%	OMR 2.5 (PM)
Total (12 months)	OMR 630.000 ANNUAL
OMR Six Hundred and thirty only	

Payment Terms

invoice will be submitted Half yearly.

Yours sincerely,



K. Murali

Digital Intelligence LLC (72dpi)