



Monthly Maintenance Program (Device Only)

A huge part of your business's success begins with the productivity of your office technology. As part of Tap Into Technology's Monthly Maintenance Program, I will ensure that you receive all of the items mentioned below. These tasks will be completed at a minimum of twice a month. Should you the client feel the need to have any of these tasks performed more, please contact me. Website changes are not included in this general update maintenance plan and are billed at the arranged hourly rate of \$30 and invoices are to be paid Net 15.

- Virus Protection
 - Scan & Update as necessary
- Malware Protection
 - Scan & Update Bi-Monthly
- Microsoft Office & Adobe Updates as necessary
- Computer Maintenance
 - Files & Storage Clean Up
 - Computer Updates as needed

This Monthly Maintenance Program can be billed on a *monthly basis* in the amount of \$125.
Or billed on a *yearly basis* for a discounted price of \$1250.
Should you choose the yearly option, you will receive 2 full months of service for free.

I _____ choose to be billed on a _____ basis.

Business Address _____ Phone Number _____

PC Log In _____ Password _____ Email _____

Client Signature _____ Date: _____

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