



Monthly Maintenance Program Combo (Office Computers & Website)

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. Additional Website changes are not included in this general update maintenance plan and are billed at the arranged hourly rate of \$40 and invoices are to be paid Net 15.

- Website Maintenance
 - Ensuring that your website is operating properly
 - All links function
 - Desktop & Mobile views are checked

- Website Updates
 - Check platform and domain for needed updates
 - Update new information to keep active

- Virus Protection
 - Scan & Update as necessary

- Malware Protection
 - Scan & Update Bi-Monthly

- Microsoft Office & Computer Updates as necessary

This Monthly Maintenance Program can be billed on a *monthly basis* in the amount of \$200.

Or billed on a *yearly basis* for a discounted price of \$2000.

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 _____

Email _____ Website _____

Client Signature _____ Date: _____