



JBcreativeLLC WordPress Website Management Package Inclusions:

Premium Annual Plan (\$600 annually)- WordPress Websites require regular maintenance and software updates that are crucial to the security of your site. JBcreativeLLC will update your Plugins and Themes to ensure your site is using the most current versions. This package includes:

- **Software Updates**
 - Plugins
 - Themes
 - WordPress
- **Backups**
 - Database Backups as needed once weekly or more for heavier traffic
- **Optimization**
 - Find and Delete Spam Comments
 - Find and Delete Post Revisions
 - Find and Delete MB Overhead
- **WEBSITE CARE Reports- 4/year 1 per quarter**
 - March, June, August, December (Q4 Report sent in January of the following year).
- **SECURITY MONITORING -*Security Plugin- licensed to JBcreativeLLC**
 - Website Security Monitoring
 - Brute Force Attack prevention
 - Malware Scans
- **Uploads **PLEASE SEE UPLOAD REQUIREMENTS on PAGE 3**
 - 1-2 Videos from YouTube, etc per month
 - 1-2 blog posts with client images per month
 - PDF documents or Forms

\$600 per year paid annually (\$50 per month). This package will require the installation of the JBcreativeLLC Maintenance Plugin and Administrator access to your WordPress Dashboard. The Premium annual Plan is designed for medium-sized businesses or organizations with 10 Regular Users or less (Excluding registered subscribers). **Larger organizations or websites with e-Commerce add-ons may need a Custom-Designed Maintenance Plan.**

**No website is immune to hacking. Restoration of your WordPress website may incur additional fees if ransomware, malware or other unforeseen issues with your server or hosting environment have compromised the website. This package is a preventative measure which will provide some of the necessities for a developer to restore your site in the event of a hack. Once the Website Management contract is voided, the website owner is fully responsible for all updates to WordPress Plugins, Themes, and WordPress versions.*



Basic Annual Plan (\$300 annually)- WordPress Websites require regular maintenance and software updates that are crucial to the security of your site. JBcreativeLLC will update your Plugins and Themes to ensure your site is using the most current versions. This package includes:

- **Software Updates**
 - Plugins
 - Themes
 - WordPress
- **Backups**
 - Database Backups
- **Optimization**
 - Find and Delete Spam Comments
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****UPLOAD REQUIREMENTS: (Premium Website Management Package only)**

Written Content (Blog Posts, Recipes, Book Reviews, PDFs, Revisions to location hours, etc.)

- Content must be delivered as a WORD Doc or Google DOC that can be copied and pasted into the Blog.
- Post date, Post Author, Post Category, and Post Tags must be specified at time of submission.
- The author must deliver the content in final form. JBcreativeLLC will not edit, revise, transcribe, or write content for this package. Those services may be contracted from one of our Content Creators under a separate contract for additional fees.
- Headers and special formatting must be notated by the author. JBcreativeLLC will not style your post unless it is requested specifically, such as “This line is an H1” or “this word is a hyperlink to <https://thiswebsite.com>”
- Hyperlinks will not be searched by JBcreativeLLC. It is the responsibility of the author to verify links.
- There are hourly fees assessed for any revisions to or removal of links, images or content after the post is published. The fees must be paid in advance of the work.

Images (Featured Image, Inline images, Book Covers, Recipe Card images, etc)

- Photos must be delivered in JPG or PNG format.
- Photo editing is not included in the Upload. Photo editing includes cropping, adjusting, creating or manipulating the photo in any way.
- Authors must provide their own photos or images that they have the rights to publish.
- JBcreativeLLC is not responsible for identifying royalty-free images or graphics for your Blog/ website.
- There are hourly fees assessed for any revisions to or removal of links, images or content after the post is published. The fees must be paid in advance of the work.

Video upload (YouTube, Vimeo, local News or Promos, etc.)

- Video links must be sent as a URL
- Video uploads to a website may slow the speed of your site. Please upload the video to your YouTube or Vimeo account first, then send JBcreativeLLC the link.
- JBcreativeLLC does not upload videos to your YouTube or Vimeo Channel. Those services may be contracted for a fee under a separate contract.
- Expired links will not be automatically removed by JBcreativeLLC. Link removals may be requested and depending on the volume of work, JBcreativeLLC may charge additional fees for this service.