

Your Web Tech

T.E.A.M.

Technical eBusiness Assistance & Management

Task Service List

<http://YourWebTechTeam.com>

Your Web Tech Team Task List of Services

To submit a work ticket: <http://YourWebTechTeam.com/client-support/>

Blogs	Hosting/Email Related
<p>Turnkey Blog Install : 15</p> <ul style="list-style-type: none"> • Install & configure core plugins • Add & link social media icons • Basic theme header customization • Add About & Contact pages w/ client content added • Add opt-in form to site <p>Basic Blog Install: 10</p> <ul style="list-style-type: none"> • Install core plugins • Theme install <p>Blog Configuration: 3</p> <ul style="list-style-type: none"> • Set permalinks • Adjust privacy settings <p>Blog Theme Install: 2</p> <ul style="list-style-type: none"> • Install theme (does <u>not</u> include purchase of premium theme) <p>Core Plugins install & configured: 8</p> <p>Blog upgrade: 5</p> <p>Blog Theme Customization: 10</p> <ul style="list-style-type: none"> • Change colors • Add client header/logo • Change font colors/size • Add widgets to sidebar • Does NOT include header, logo or graphic design <p>Premium Blog Theme Upgrade: 5</p> <ul style="list-style-type: none"> • Upgrades for premium themes (i.e. Thesis, Elegant Themes, Studio Press, etc..) <p>Blog Header Design: 20</p>	<p>New Email Acct Setup (domain, Gmail): 2</p> <p>Add-on Domain setup: 2</p> <p>Subdomain Setup: 2</p> <p>Upload files (ebooks, graphics...): 3</p> <p>Affiliate link redirection/cloaking: 3</p> <p>Domain name redirection: 3</p> <p>Domain DNS change: 3</p> <p style="text-align: center;">Hosting Recommendation http://yourwebtechteamhosting.com</p> <p><u>Web Sites</u></p> <p>Web site files upload: 3</p> <p>Web site page editing: 5</p> <p>Squeeze/sales page setup: 10</p> <p>Copy/paste content: 2 per page</p>

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<p><u>Content Editing/Keyword Research</u></p> <p>Keyword Research: 8 per niche</p> <p>Reformatting Page content: 4</p> <p>Reformatting reports/ebooks: 10</p> <p>Press Release submission: 2</p> <p>PDF to HTML: 7 tasks</p> <p>Article directory submission: 2</p> <p><u>Script Install</u> (does not include purchase of paid scripts)</p> <p>Joomla: 20</p> <p>aMember: 20</p> <p>iDevAffiliate: 20</p> <p>Message Forums: 20</p> <p>Live Chat Script: 20</p> <p>Help Desk Script: 20</p> <p>WishList Member: 20</p>	<p><u>Autoresponder</u></p> <p>Autoresponder – create new list: 2</p> <p>Autoresponder – add emails to send: 2 (does not include writing)</p> <p>Enter email addresses to list: 8 for every 50 email addresses</p> <p>Add opt-in form to site: 2</p> <p><u>Backups, Stats Tracking & Reporting</u></p> <p>Google Analytics setup/install: 5</p> <p>Monthly stats reporting: 1 per month per domain</p> <p>Blog daily backups: 1 per month per blog</p> <p><u>Graphics & Design</u></p> <p>Twitter custom background: 10</p> <p>Facebook Page FBML tab: 10 (per tab)</p> <p>Customize existing graphic (PSD): 10</p> <p>Graphic editing: 10</p> <p>Custom blog theme header: 20</p>
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<p><u>Social Media</u></p> <p>Twitter acct. setup: 3</p> <p>Twitter acct. Deluxe: 20</p> <ul style="list-style-type: none">• Avatar & custom background <p>Facebook personal acct. setup: 3</p> <p>Facebook Page & Welcome Tab: 15</p> <ul style="list-style-type: none">• Add your logo/avatar• Business info• Custom FBML welcome tab <p>YouTube channel config: 5</p> <ul style="list-style-type: none">• Avatar• Profile config• Config background & colors <p>Add YouTube video to a site: 2</p> <p>Add Social Media icons: 3</p> <p><u>Contact Your Web Tech Team</u></p> <p>Traci Knoppe, owner traci@yourwebtechteam.com (636) 257-3644 Skype: tknoppe</p> <p><i>Business Hours</i> Mon – Fri 9am – 5pm Central US time</p> <p>Closed Saturday, Sunday & holidays</p>	<p><u>Elite Personal Assistant <i>Exclusive</i> Tasks</u></p> <p>The following tasks are only available to Elite level clients, in addition to the tasks for all other service package levels:</p> <ul style="list-style-type: none">• Backlinking for SEO• Custom graphic design• Custom web design• eCommerce setup & management• Help desk management• Membership site setup & management• Social media account setup, customization & management <p><u>Miscellaneous</u></p> <p>Phone consultation: 10 tasks per each 30 minutes</p> <p>High Priority Service – to get work done ASAP: 10 tasks (in addition to the normal tasks for the work needed)</p> <p>Extra Tasks (when you go over on long-term non-rollover packages): \$5 per task</p>
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