Notes for New Website Creation:

1) Price quoted does not include the hosting fee which will be purchased separately using the client's credit card at Click IT Hosting. (http://clickithosting.com). We will set this up for you once you complete our Payment Policy and Credit Card Form, found here: https://shop.clickitgroup.com/wp-content/uploads/2020/02/Payment_policy_and_credit-card-form_distributed-1.pdf

    a. The hosting will cost $17.98/month.

2) Any domain name purchases or transfers to Click IT Hosting is also a separate charge and not included in this estimate. (Note: Transferring a domain can require up to three hours of additional work billed at our standard hourly rate.) The cost per domain is around $20 per year.

3) The time it takes to create the account at Click IT Hosting and purchase the domain and website hosting *IS* included in this price quoted for the new website.

4) The credit card on file for the hosting and domain fees is an independent and automated billing system. Additional services are available for Security & Maintenance, SEO and Internet Marketing for additional fees. See https://clickitwebsitedesign.com/website-support-plans/. We advise you to subscribe to our Bronze plan at $65/month. This will keep your site operational and secure from being compromised.

5) At our designer's discretion, a template for the design may be purchased using the customer's credit card and would be a separate charge, always under $100. If the cost is more than $100, we will notify you for permission.

6) We suggestion the following plugins for this website, to be purchased and installed on the new managed WordPress website: 1) Yoast Premium - for SEO at $89/year, 2) RFP Enquiry Pro at $89/year, 3) Google Analytics Dashboard for WP (GADWP) PRO at $99/year, 4) Ninja Forms Personal Essentials at $99/year.

7) Plugins add other functionality and is also purchased separately using the customer's credit card and must be approved by the customer before any additional purchases besides the ones named above are purchased on behalf of the client. Plugins range in cost, but all are typically below $100.

   a. See https://clickitwebsitedesign.com to view some of our recent work.

   b. At any time during the project, we may need to consult with you using GoToMeeting. To make an appointment, go to: https://clickitgroup.com/make-appointment.

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Information Needed

In order to set up your new website's hosting at https://clickithosting.com and secure and attached a domain to your Click IT Hosting account, the following information is needed:

1) Where your domain is currently hosted. This is typically a Domain Registrar. Please provide the name or website address: ie. https://networksolutions.com.

   a. Domain Registrar: _____

2) The Login Credentials. This is typically a Username and Password.

   a. Domain Registrar Username: _____

b. Domain Registrar Password: _____

3) The PIN or security information, if it was provided with your account information by the Domain Registrar.

    a. Domain Registrar's PIN: _____

4) The current website's login URL address: ie. http://yourwebsitename.com/wp-login.php which is the typical login URL if it is a WordPress website.

    a. Current Website's Login Address:

    _____

5) The website's login credentials, which typically is just a Username and Password.

    a. Current Website's Login Username: _____

    b. Current Website's Login Password: _____

6) Please also provide any contact information of anyone currently involved in the management of your website or web presence, such as a marketing manager.

    a. Contact Information of Current Website Manager/Webmaster:

    _____

    _____

We also have some forms for you to use if this is easier:

1) **Current Domain and Website Hosting Information**: You can fill out and submit this form for the domain and website hosting information:

https://shop.clickitgroup.com/wp-content/uploads/2020/02/Email-and-Domain-Information-Form-2019.pdf

2) **Credit Card form**: https://shop.clickitgroup.com/wp-content/uploads/2020/02/Payment_policy_and_credit-card-form_distributed-1.pdf

3) **Website Information Form**: https://shop.clickitgroup.com/wp-content/uploads/2020/02/Web-Design-Client-Questionnaire.docx

4) **Website Creation FAQ**: https://shop.clickitgroup.com/wp-content/uploads/2020/02/Web-Design-FAQs.doc