



Webscripto Pty Ltd 2015/239164/07

5 Wewer Place, Montana Park, Pretoria, 0182
Telephone: 012 548 6240 Cell: 072 429 5717

E-mail: eitel@webscripto.co.za
Website: www.webscripto.co.za

Wordpress Website Maintenance Plan:

Initial maintenance actions:

- Installation of premium security software (including a firewall)
- Installation of premium backup software.
- Installation of Google Analytics.
- Setting secure passwords.
- Complete initial security scan.
- Complete initial backup of website on remote storage.

Daily maintenance actions:

- Backing up of website and database on remote storage using premium software
- Monitoring website uptime.
- Performing manual security scanning.
- Removing spam comments (if comments are allowed).
- Physical security scan of website and supporting server files.
- Viewing firewall reports and take immediate appropriate action where needed.

Weekly Website Checks

- Ensuring all pages on the front end of the website are loading without errors.
- Complete backups are performed weekly and stored off site (including Wordpress Core Files).
- Update Content Management System software and plugins.
- Check all forms to ensure they are working properly.
- Review and resolve any issues with emails sent from the web server.
- Check and remove spam comments, form submissions and user accounts.
- Check for any broken links.
- Check for 404 errors and resolve these by fixing links or redirecting.
- Preventing access to blacklisted IP addresses.

Monthly Website Checks

- Check website loading speed and optimize where needed.
- Review security scans and resolve any issues.



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- Review website statistics. (Google Analytics report).
- Furnishing client with monthly Google Analytics report with a view to distinguish between content that leads to higher and lower website traffic.
- Complete report on state of website security.
- Report on usage of server resources and removal of unnecessary server side logs.

Quarterly Website Checks

- Review website – establish where improvements can be made.
- Web Graphics and photos – establish whether they are up to date and/or whether they be improved to be more current.
- Check website content – establish whether it is dated and in need of updates.
- Review and tweak meta title and meta description tags.
- Test and tweak forms and automated messages to improve conversion rates.
- Test the website to ensure that it looks and displays properly on the most popular browsers and mobile devices, specifically new and updated browsers.
- Validate the code/scripts on the website. (CSS/HTML, Accessibility, Mobile-friendly)
- Check backup health by restoring the most recent backup to a separate web server.
- Check the uptime logs. If uptime is less than 99.9% then consult with web host. Consider alternative web host if they can't provide a solution.
- Establishing and reporting any software upgrades to your hosting company's server.

Pricing Plans:

1 to 5 Websites (per website)	6 to 10 Websites (per website)	10 and more Websites (per website)
R650.00 p/m	R500.00 p/m	R400.00 p/m