

## Your Web Tech Team Task List

Submit a ticket: <http://yourwebtechteam.com/client-support/>

Blogs	cPanel/Hosting Related/Email
<p><b>Turn-key Blog Installation: 15</b></p> <ul style="list-style-type: none"><li>• install &amp; configure core plugins</li><li>• add social media icons &amp; link to social media accounts</li><li>• basic theme header customization</li><li>• Add about &amp; contact pages setup &amp; your content added</li><li>• Add opt-in form added to site</li></ul> <p><b>Blog installation: 10</b></p> <ul style="list-style-type: none"><li>• includes core plugins</li><li>• theme install</li></ul> <p><b>Blog setup configuration : 3</b></p> <ul style="list-style-type: none"><li>• set permalinks</li><li>• adjust privacy settings</li></ul> <p><b>Blog theme installation : 2</b></p> <ul style="list-style-type: none"><li>• theme of client's choosing. Does <u>not</u> include purchase of a premium theme</li></ul> <p><b>Blog Plugin install &amp; configuration: 2</b></p> <p><b>Core Plugins added &amp; configured: 8</b></p> <p><b>Blog upgrades : 5</b></p> <p><b>Blog transfer to a new web host : 10</b></p> <p><b>Blog theme customization : 10</b></p> <ul style="list-style-type: none"><li>• customizing an existing theme:<ul style="list-style-type: none"><li>• change colors</li><li>• add your header/logo</li><li>• changing font colors/sizes</li><li>• adding widgets to sidebar</li></ul></li><li>• Does <u>not</u> include header, logo or any graphic design</li></ul> <p><b>Plugin upgrade: 1</b></p> <p><b>Premium blog theme upgrade: 10</b></p> <ul style="list-style-type: none"><li>• upgrades for theme clients have paid for (i.e. Thesis, WP Premium, Elegance Themes, etc..)</li></ul> <p><b>Import old blog into WordPress</b> (does <u>not</u> include new WP setup): 6</p> <p><b>Add new blog page: 1</b></p> <p><b>Blog header design: 20 tasks</b></p> <p><b>Add/Change blog header (no design): 2 tasks</b></p>	<p><b>cPanel/Hosting Related/Email</b> -----</p> <p><b>New email accounts (Domain, Gmail) : 2</b></p> <p><b>Add-On Domain setup: 2</b></p> <p><b>Subdomain setup : 2</b></p> <p><b>Upload Files: ebooks, graphics, etc... : 3</b></p> <p><b>Setup affiliate link redirection/cloaking : 3</b></p> <p><b>Domain name redirection: 3</b></p> <p><b>Domain DNS change: 3</b></p> <p><b>Hosting Recommendation:</b> <a href="http://yourwebtechteamhosting.com">http://yourwebtechteamhosting.com</a></p>

## **Your Web Tech Team Task List**

Submit a ticket: <http://yourwebtechteam.com/client-support/>

### **eCommerce**

-----

#### **PayPal 'buy-it' buttons : 10**

- setup/configure your product
- add buy-it button to site or blog

#### **Wahmcart : 20**

- Initial setup/config
- add/edit up to 2 products
- setup autoresponder
- setup affiliate areas

**Wahmcart - add new product: 4 per product**

#### **WordPress ecommerce plugin : 10**

- install the plugin
- configure
- add up to 2 products

**Ad Sense setup/install : 5**

**Ad Banners inserted : 3**

**Kunaki DVD/CD product setup: 20 per product**  
(includes creation of Master)

#### **Clickbank: 20**

- Setup 1 product
- Setup the sales page
- Add payment button to sales page
- Setup the download page

### **Web site**

-----

**Web site file install : 2**

**Web site page editing/updates : 5**

**Transfer web site to new web host : 10**

**Squeeze/sales page setup\* : 10**

**Copy/Paste content: 2 tasks per page**

## **Your Web Tech Team Task List**

Submit a ticket: <http://yourwebtechteam.com/client-support/>

<b>Content Editing &amp; Keyword Research</b> ----- Keyword Research: 8 per niche Re-formatting Page Content: 4 tasks Re-formatting Reports/eBooks: 10 tasks Press Release Submission: 2 tasks PDF to HTML: 7 tasks Articles submitted to directories: 2 tasks Updating spreadsheets: 6	<b>Autoresponder</b> ----- Autoresponder: create a new list: 2 Autoresponder: add emails to send (no writing):2 task per email  Enter email addresses into autoresponder list: 8 for every 50 emails Add opt-in form to site: 2
<b>Script Install</b> (does not include purchase of paid scripts) ----- Joomla : 20 aMember : 20 iDevAffiliate : 20 Message Forums : 20 Live Chat script : 20 Help Desk script : 20 WishList Member: 20	<b>Backups, Stats Tracking &amp; Reporting</b> ----- Google Analytics setup/install : 5 Monthly stats reporting : 1 per month per domain Blog daily backups: 1 per month per blog Web site daily backups: 1 per month per web site

## **Your Web Tech Team Task List**

Submit a ticket: <http://yourwebtechteam.com/client-support/>

### **Social Media**

-----

**Twitter acct. setup: 3**

**Twitter acct. setup Deluxe: 20**

(avatar & custom background)

**Facebook personal acct. setup: 3**

**Facebook Fan Page & Welcome tab: 15**

(add your logo, biz info, custom welcome tab)

**YouTube channel config: 5**

(avatar, config. background/colors)

**Add YouTube video to a site: 2**

**Add Social Media icons: 3**

### **Graphic Design**

-----

**Twitter custom background: 10**

**Facebook Fan Page FBML tab : 10 (per tab)**

**Customize Existing Graphic (PSD): 10**

**Graphic Editing: 10**

**Blog theme header: 20**

## Your Web Tech Team Task List

Submit a ticket: <http://yourwebtechteam.com/client-support/>

### Misc.

-----

**Phone consultation:** 10 tasks per each 30 minutes

**High Priority Service** - to get work done ASAP:  
10 tasks (in addition to the normal tasks for the work needed)

Need a service not listed - email us:  
[support@yourwebtechteam.com](mailto:support@yourwebtechteam.com)

### Elite Personal Assistant *Exclusive* Tasks

The following tasks are only available to Elite level clients, in addition to the tasks for all other service package levels:

- 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

Tasks do not rollover - they renew each month on the day you joined.