

THE MAILROOM

City of Los Angeles Approved Vendor for
Website Services for Neighborhood Councils
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1840 S. Gaffey Street, San Pedro, CA 90731



February 23, 2021

Lincoln Heights Neighborhood Council SCOPE OF WORK

The Mailroom has been requested to provide the following services at a cost of \$155 per month:

Website Maintenance: Uploading of all documents to website such as agendas, minutes, flyers, calendar of events, news articles, etc. Includes creation of graphics (such as banners) and conversion to PDF's and/or JPG's format when necessary. Includes additional web pages that may be requested from time to time for special projects and events. Also includes sending of email blasts of upcoming meetings and occasionally news and events. Flat rate of \$135 per month. (Constant Contact fees shown below.)

Constant Contact Fees: The Mailroom has a Constant Contact account set up for LHNC. The cost is currently \$20 per month. This fee may increase if the amount of email addresses exceeds 500. LHNC will be notified should this occur to request an adjustment in the service contract.

TOTAL MONTHLY COST FOR ALL ITEMS\$155.00