



# MySimpleWebsite.co.za

## Complete A to Z

Contract	Yearly (12 Months)
Setup Fee	Free
Pricing	R1999 = 12Months
Space	1000Mb /Month
Traffic	1000Mb /Month
Additional Cost	None

*In 1995, 0.4% of the world's population were Internet users and today a staggering 30,2% is active Internet users. South Africa alone have 6,800,000 Internet users = 13.9% of the population, (on June 30/11) and 4,095,280 Facebook users = 8.4% penetration rate.*



## CLIENT INFORMATION

First Name:	<input type="text"/>	Postal Address:	<input type="text"/>
Last Name:	<input type="text"/>	Province :	<input type="text"/>
ID Number :	<input type="text"/>	City :	<input type="text"/>
Tel. :	<input type="text"/>	Code :	<input type="text"/>
Cell. :	<input type="text"/>	Country :	<input type="text"/>
Fax. :	<input type="text"/>		
Language :	<input type="text"/>		

## WEBSITE INFORMATION (NEW REQUEST)

Do you have an exciting website? : <input type="checkbox"/> Yes <input type="checkbox"/> No	User Login. :	<input type="text"/>
Do you require a new domain registration? : <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name :	<input type="text"/>
Domain Name. : <input type="text"/>	Estimated Number of pages request on website:	<input type="text"/>
Do you have a logo? : <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>The client can update any webpage content directly through the CMS (Content Management System) or forward any request per email to <a href="mailto:info@mysimplewebsite.co.za">info@mysimplewebsite.co.za</a>. We responsible for registering your site, designing the website and hosting this for a period of 12 months. Our helpdesk will be able to assist with any request you may have during the contract period at no additional cost.</i>	
<i>We do not offer logo design and request that the client email his logo directly to us. Each theme will be designed according to the client's requirements on a test site before installation. Any additional information supplied with the application will assist us in creating the perfect website for you. Additional domains can be requested at a additional fee of R150 each per year that include 10 additional email accounts.</i>	Contact Person :	<input type="text"/>

## EMAIL SETUP

eMails requested	Password	Auto forward to (if any)	Mailbox Size
info@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)
@yourdomain.xx.xx			Default 100Mb (max 200Mg)

\*Every domain will have a default email address of [info@yourdomain.xx.xx](mailto:info@yourdomain.xx.xx). This is the default email address.

\*Auto Forward means to forward any emails received immediately to another email address. For example:

Forward all emails from [info@yourdomain.xx.xx](mailto:info@yourdomain.xx.xx) to my Gmail address at [dirkbester@gmail.com](mailto:dirkbester@gmail.com), or  
forward all emails from [accounts@yourdomain.xx.xx](mailto:accounts@yourdomain.xx.xx) to [dirkbester@gmail.com](mailto:dirkbester@gmail.com) + [hesterthron@hotmail.com](mailto:hesterthron@hotmail.com)

\*Mailbox size is set by default at 100Mb. This means that you can keep up to 100Mb of space in your email before you download your emails.

\*Webmail is by default activated. This means that you will also be able to login to your emails directly from your website and read them like Gmail or Hotmail.

\*Email account is "POP3" type, meaning you can connect your emails directly to your Outlook or Blackberry account.

\*Your default website will allow 1000 Mb of traffic per month on the normal package. Companies with large staff complement can increase their email traffic to 2 or 3GB of traffic per month. (Optional)

\*Autoresponse is a default email template that is returned to the sender in seconds from receiving your email. These requests must be logged on our helpdesk after installation.

\*There are no additional fees for any email account changes during the package period.

## SERVICES OFFERED

### Activation

- Domain registration (your own internet address).
- Domain Registration: 24 hours during week days.
- Website Theme Setup: 48 hours, depended on information supplied from client.
- Database setup. (MSQL)
- Template activation.
- Traffic Monitor
- Free annual renewal of domain
- Free add-on of any of the products current featured on our excising sites.
- Do not include logo design.
- Add existing logo to website.
- Content add
- Your own access to update the website's basic content. (CMS Access)
- SEO support – making the search engine find your site.
- Free email setup. (20 accounts) – Additional account packages available.
- Advice on improving your site.
- Standard plugin if required:

## CONTACT DETAILS

My Simple Website (Division of Trainyoucan CC)  
Web: [www.mysimplewebsite.co.za](http://www.mysimplewebsite.co.za)  
Email: [info@mysimplewebsite.co.za](mailto:info@mysimplewebsite.co.za)  
Tel. 086 7227 014  
Cell. 0825507946  
Fax. 086 582 4312

Trainyoucan CC Reg. 2009-150422-23  
Web: [www.trainyoucan.co.za](http://www.trainyoucan.co.za)  
Postal: PO Box 70085  
Overport, 4001  
Kwazulu-Natal  
South Africa

## BILLING INFORMATION

**Payment :** Strictly on invoice  
**Payment Method :** Cash, Cheque, Transfer  
**Payment details :** Refer to invoice  
**NOTE:** *All billing information will be managed directly from TRAINYOUCAN Accounting System.*

Step 1- Complete the website request.  
Step 2- We provide a test site  
Step 3 – You approve and we process the invoice.  
Step 4 – Domain is registered once payment is received and website is activated within 24 hours.

### PACKAGE:

6 MONTHS

CANCELLED

YEARLY

I (client) accept the terms and conditions of this agreement.

Name & Surname : \_\_\_\_\_

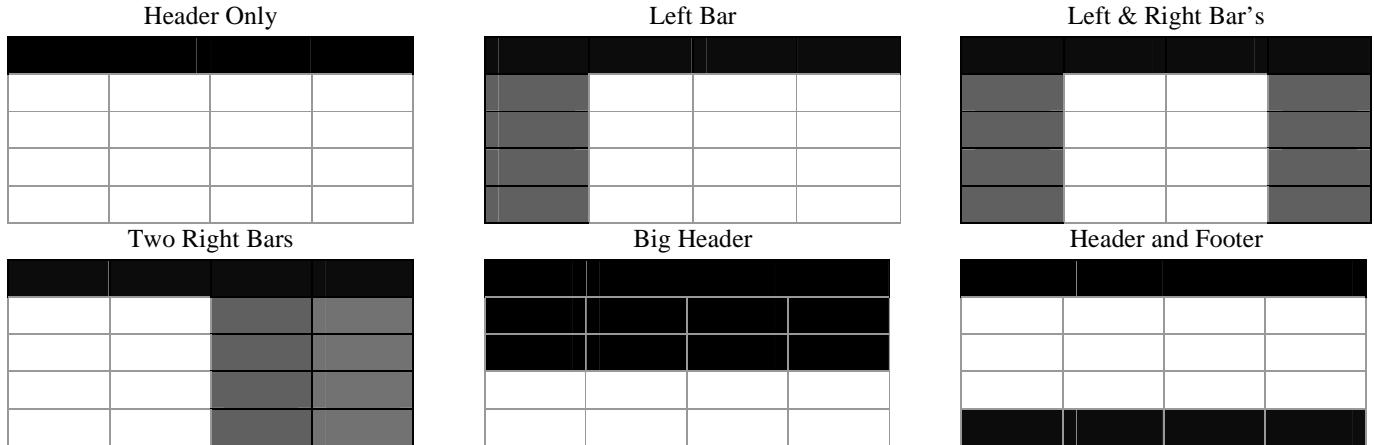
Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ dd mm yyyy

## WEBSITE LAYOUT

Default page:	<p>This will also be known as your “Home page”.</p> <ul style="list-style-type: none"> <li>-Refer to our website for useful tips and ideas on this content.</li> <li>-Email content directly to <a href="mailto:info@mysimplewebsite.co.za">info@mysimplewebsite.co.za</a> with clear instructions such as: <ul style="list-style-type: none"> <li>a) Home page content details</li> <li>b) Your webpage name</li> <li>c) Any special instructions or images</li> </ul> </li> </ul>
Contact Us page:	<p>Full contact details to be included in the webpage.</p> <ul style="list-style-type: none"> <li>-Company details</li> <li>-Contact person</li> <li>-Postal details</li> <li>-Physical Address – to include with Google Maps link</li> <li>-eMail forward address to be used in online contact form.</li> </ul>
Additional links.	<p>Detail of webpages, images or links to be added in the theme page.</p>
Additional webpage’s	<p>User can upload, create, edit or delete webpage content directly through the CMS (Content Management System) or alternatively forward the detail electronically to <a href="mailto:info@mysimplewebsite.co.za">info@mysimplewebsite.co.za</a> with clear instructions such as:</p> <ul style="list-style-type: none"> <li>a) Page title</li> <li>b) Your webpage name</li> <li>c) Any special instructions or images</li> </ul> <p>NOTE: Do not hesitate to contact our helpdesk directly on 086 7227 014 or Cell 082 550 7946 if you have any questions in this regard. We will gladly assist any queries in both Afrikaans and English.</p>
Google Search Engine	<p>Kindly refer to our webpage under “Website Info” for more useful tips and ideas to optimize your webpage. Kindly contact our helpdesk if you require more detail in this regard. <b>Tips:</b></p> <ul style="list-style-type: none"> <li>-Your page title must reflect the page content (how will someone search your product in google?)</li> <li>-Search Engine enjoy clear text, not images or flash objects.</li> <li>-You can promote your ranking in search engines by: <ul style="list-style-type: none"> <li>a) Display clear text and up-to-date information on your webpage.</li> <li>b) The number of visits to your site.</li> <li>c) Effective page titles</li> <li>d) Links form other sites to your webpage. (Mostly recommended – you can improve this by posting free advertising links on free classified sites. Refer to our helpdesk on “Frequent topics” for more detail.</li> </ul> </li> </ul>
Google Advertising	<p>We also offer pre-paid advertising on Google searches, optimizing your product and service. Kindly contact our helpdesk directly for more details in this regard.</p>
Website Administration	<p>Users can access all their useful links from one page that will be forwarded to the client once the registration process has been completed. Access links such as:</p> <ul style="list-style-type: none"> <li>a) Webmail login</li> <li>b) Webstats</li> <li>c) Helpdesk Link</li> <li>d) CMS (Content Management System login)</li> </ul>
Bloggers	<p>Professional bloggers can request full Administrative access for their Wordpress Application. (CMS)</p>

a) **WEBSITE LAYOUT:**



b) **CUSTOM:**

Use the grid on the right to show us how you want your website layout.

Comments:

c) **LOGO**

Yes I have a logo	No I don't have a Logo
Please email us the logo that we can use this as a base to design your website on.	You don't need a logo and we can display your company name in the top of your website.

d) **COLOUR SCHEME**

What are the types of colors you want to use on your website:

White	Black	Red	Green	Yellow
Brown	Silver	Orange	Blue	Other?

<b>Company Name</b>	<b>This will appear on the top of your website and also on emails send from your website.</b>	
<b>Slogan</b>	<b>This is a smaller text that will be displayed below your company name. (Your services, contact or maybe registration detail)</b>	

e) **CONTACT FORM**

We can place a contact form on your website where people can forward you mails or messages directly to you. What type of information do you want us to collect from the person who complete the contact form on the website? Types of data that can be collected on this contact form:

<b>Text</b>	Example your name. (one line of information)
<b>Number</b>	Example your telephone number
<b>eMail</b>	Your email address
<b>URL</b>	Website address
<b>Description</b>	Box of information where people can type a long message.
<b>Selection Box</b>	Select one of the following options
<b>DropBox</b>	List of options to choose from
<b>File Upload</b>	Upload a file