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**From:** [Ray Smith](#)  
**Sent:** 28 May 2021 13:38  
**To:** [Willington PC Clerk](#)  
**Subject:** Re: UKLC Website Annual Fee

Hi Deb,

We're all good thanks and hope that you are too.

- 1) The cost to upgrade your design to something like Belper is £750 + VAT.
- 2) The above price includes an accessibility test on the top level pages and production of a personalised accessibility statement.
- 3) The upgrade is applied to the live site and all content will remain 'as is'.
- 4) Before we could upgrade your website we would need the following information:
  - a) You will need to reduce the number of home page menus. Here's an example: <https://www.anston.gov.uk/> Currently there are too many menus on the left hand side. These will need to be reduced to fit along the top. This is something that you could do yourself but if you would like help with this we could do an online session and assist with that for a fee of £150 + VAT.
  - b) We will need pictures for the top and bottom sections of the home page. These will need to be taken in landscape and be at least 1600px wide.
  - c) We will need a picture for the use on the background of sub pages. This should be taken in portrait and be at least 1600px wide.
  - d) We will need a logo to use on the new site. Please note that the logo includes the image and parish name. If you wanted us to produce one for you similar to Belper's there would be a charge of £150 + VAT for that.
  - e) You would also need to give some thought as to what quick links (buttons) you would like on the home page.
  - f) You will need to ensure that any documents on your website are accessible.

The annual fee remains the same. If you would like to go ahead we will produce an invoice. Once we receive payment your job will go in our job queue which is currently about 4 weeks long. Please let me know if you require clarification on anything.

Regards,

Ray

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