



Your Website

www.CostaRicaJungleRetreats.com



June 18, 2012

Your Website

Wordpress is your website back-end.



Login: www.costaricajungleretreats.com/wp-admin

Username: admin

Password: CRJungleR123

You also have accounts with usernames "Todd" and "Lynn" with the same password.

(feel free to change passwords for security)

Your Logo

Your logo is saved in .ai and .eps formats.



You can access your Logo Package through your own Wordpress Media Library:

<http://www.costaricajungleretreats.com/wp-content/uploads/2012/06/Costa-Rica-Jungle-Retreats-Logo-Package.zip>

If you need different formats for printing, let me know, I keep everything on file for backup purposes.

Speaking of backup...

Hosting

Your website needs Hosting to stay online..



Hosting costs \$10 a month, and provides your website with:

- Weekly database backups
- Email support and troubleshooting
- Downtime troubleshooting

If your emails or your site goes down, I jump on it ASAP to fix the problem. I will maintain the site files on my server, and remain responsible for the continued uptime of your site.

Hosting was free during the development period, but monthly charges will begin on July 1, 2012. I offer a 10% discount for paying a year in advance.

Your second payment of \$625 is also due by July 1, as well. I will send you an invoice via email.



Next Steps

www.CostaRicaJungleRetreats.com

Thank you for hiring us to help with your digital communication! Count on Pura Vida MultiMedia for any upcoming marketing, web design, content creation, or videography you need.

Future Recommendations:

- Now that your website is built, **promoting** the site across social networks can generate activity and build an audience.
- Write **content** for the blog; I recommend a blog post every other week to start, and social posts every day.
- **Announce** the website through existing networks in your niche.
- I would be happy to manage your social media with a Social Media Package.

How I can help now:

- Part of my ongoing services to my clients is **content marketing**. Now that your accounts are set up, I can write your newsletters, manage your social media, and help establish you as a new resource for sustainability and design
- My Retainer Packages offer easy and cost-effective ways to reserve my time in advance, for any digital marketing needs you have. Please review these packages and select one that is right for you.

Requests:

- Please tell us what you thought about working with us. **Fill out this questionnaire** and help us get better at what we do.
- Tell your friends, if they need web, content, or video, you know someone who can help.
- Connect with us on Twitter, Facebook, LinkedIn, and MailChimp.

Thanks, Lynn and Todd!

Sincerely,

Caelan M Huntress
Pura Vida MultiMedia
PO Box 83551
Portland, OR 97283
503.956.6425