

Mon Sheri Design Monthly Maintenance Plan for 2026

MSD Monthly Maintenance Plan

What You Need: updates & options

- **A monthly bill of \$7.99 per month**
- This will include the following:
Routine Updating: Monthly routine updates (plugins, themes, WordPress), any tweaking of settings or similar tasks that seem prudent or are recommended in the WordPress dashboard, and a spot-check of the editor/dashboard/live website. I may also have a look in your hosting if you have a PHP version update recommendation in your WordPress dashboard, or for any other reason I may think it's worth having a look around or tweaking some setting, etc. **This \$7.99 monthly fee covers up to 15 minutes of aforementioned maintenance work.**

If the maintenance work on your website goes beyond 15 minutes due to an issue that arises, my 'monthly maintenance plan client' rate of \$40/hr. will apply, and I will proceed in the work for up to 1 hour. If this additional time is needed, I will email you with information about the additional work and issue(s) that occurred, and the additional time and fee to expect in your bill.

Additionally, if you request website changes/work in a particular month, my 'monthly maintenance plan client' rate of \$40/hr. will apply to the time spent on your website changes/work. However, if you send me these changes before the 10th of the month, I will plan to do the work at the same time as the maintenance, and if there's any overlap in time spent, this will be to your benefit.

Billing

I bill via a PayPal invoice which you will receive by email. Payment options:

- **Pay electronically using the PayPal invoice** using PayPal as the payment processor. No PayPal account is needed, and you will not be charged any fee.
- **Print the PayPal invoice and mail your payment** (address included on invoice).
- **Pay via Venmo** @MonSheriDesign (<https://www.venmo.com/u/MonSheriDesign>)



Billing Frequency

Two options:

- Default billing frequency is **Monthly Billing** – at the beginning of each month.
- **Twice Yearly Billing** is a second billing frequency option. With this billing option you get billed for your monthly rate x12 for the entire year at the beginning of January. Then at about 6-month increments (once mid-summer, then again in December) you will be billed for any work in that time period that fell outside of your Monthly Maintenance Plan's scope of coverage.

Mon Sheri Design (MSD) Hourly Rates and Details:

- **MSD's standard hourly rate** for graphic design and web design work is \$50/hr., with a minimum charge of \$20 per 'work session', with 'work session' defined as entering into the work within a single day.
- **MSD's Monthly Maintenance Plan clients' hourly rate** for graphic design and web design work is \$40/hr., with a minimum charge of \$10 per 'work session', with 'work session' defined as entering into the work within a single day... with the exception of time spent within the 'work session' in which I perform monthly maintenance for clients on my Monthly Maintenance Plan (see above).
- **MSD's non-profit hourly rate** for graphic design and web design work is \$40/hr., with a minimum charge of \$15 per 'work session', with 'work session' defined as entering into the work within a single day.
- **Quotes and Per-Task Rates:** Most photography work, some graphic design, and certain web design work is charged at a set rate per body of work or quote. If this is the case with a type of work I do for you I will communicate the amount and the body of work it will cover.

Sheri Lossing

e| sherilossing@gmail.com p| 616.438.2886 w| MonSheriDesign.com