

# Do you sometimes feel like...

...managing projects gets really tough?

...processes need to be improved?

...there's not enough time in the day?

## We're here to help.

**MemberClicks Professional Services** packages exist to provide you with a dedicated MemberClicks Specialist whose job is to equip you for success and ensure that your projects are completed with maximum efficiency and excellence.

Your specialist will work with you to determine exactly what your projects or requests entail, and help estimate the time necessary to accomplish the goals you set together.

### Package 1

**3 hours**

**\$400**

/month

### Package 2

**6 hours**

**\$750**

/month

### Package 3

**10 hours**

**\$1,000**

/month

All packages require a **3-month minimum commitment**. All requests include **priority scheduling over a la carte requests**, and an **estimated delivery date**. *The project will be billed in 30 minute increments and additional hours are billed at your package hourly rate.*

**Cancellation Policy:** After your 3-month commitment, you will continue to be billed monthly until we receive your cancellation request two weeks prior to the next billing date.

## Our services include:

### Consultation

- One-on-one consultative conversations with a MemberClicks Specialist to discuss work flows and best practices to implement

### Website Maintenance

- Creation of new articles and menu items
- Reformatting articles and menu items
- Inserting images and links to articles

### Database Maintenance

- Database Profile Import/Export — import or export a list of profiles, or update existing profiles with a spreadsheet of new information
- Creation of saved searches
- Creation of Membership Directories/ Directory Templates

### Online Forms Maintenance

- Form creation and updates
- Setup of confirmation settings and emails

### Email

- Creation of MemberClicks email templates for newsletters and email blasts

### Event Management

- Creation of calendar events and linking registration forms

## How it works:

Once you, the Authorized Service Administrator, have identified your project needs, you can submit a services request form. MemberClicks will return a project scope agreement for your consideration and authorization. Once you approve, we'll get started!

**Interested in having  
a MemberClicks  
Specialist *on staff*?**

**Email  
maintenance  
@memberclicks.com  
to get started!**