Dear Sir/Madam,

Greetings from **Gorai Tech Innovations Bangladesh**.

As per your requirement, we are pleased to submit our quotation for developing an **Appointment Booking Website for your Visa Consultancy Firm**, along with SEO and related technical services.

1) Scope of Work (Services Included)

A) Website Design & Development

- Modern, professional and device-responsive website design
- Appointment booking system (date/time selection + booking submission)
- Admin panel to view/manage appointments (basic management)
- Required pages (Home, About, Services, Contact, Appointment, etc.)
- WhatsApp / Call button integration
- **Domain-based professional email setup** (example: info@yourdomain.com) and email opening support

B) SEO Work (Basic On-Page)

- SEO-friendly structure and page setup
- Title, Meta Description, Header tags optimization
- Image optimization & basic keyword placement
- Sitemap & robots.txt setup

C) Google Business Profile Setup

- Business profile creation/setup (as needed)
- Basic optimization (category, description, service info, business hours, etc.)

D) Testing

- Functional testing (booking, forms, mobile responsiveness)
- Cross-browser testing (Chrome, Firefox, Edge)
- Device Testing
- Security Testing

E) Speed Optimization

- Performance optimization for faster loading
- Image compression + caching setup (as applicable)
- Minify CSS and Javascript

F) Domain & Hosting Purchase (On Behalf of Client)

- We will purchase domain & hosting as per your preference
- **Domain & hosting cost will be paid separately by you**
- purchase/support handling charge in included in total quotation price.

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2) Project Duration

✅ **Time Required: 1 Month** (from work start date and after receiving required information/content)

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3) Total Project Cost

✅ **Total Quotation (All Services A–F): BDT 50,000**

📌 **Domain & Hosting:** Client will pay separately (actual cost)

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4) Yearly Service & Support

N.B: Yearly service charge will be **BDT 1,500** (renewable annually) if you need.
This includes:

- Minor website content updates (text/image changes)
- Basic technical support (common issue fixing)
- Basic performance monitoring guidance (as needed)

(Any major new feature/module adding will be quoted separately in future.)

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5) Additional Services (If Needed Later)

- Social Media Boost / Paid Campaign Setup (Facebook/Instagram/Google) — **on payment / ad budget by client**
- Extra website pages, new modules, SMS/WhatsApp automation, payment gateway, etc. — **as per requirement**

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6) Requirements From Client

- Company name, logo, address, phone, email
- Service list and any images/content you want to use
- Preferred domain name choices (if any)

If you approve, we can start immediately and share the work plan accordingly.
Please feel free to contact us for any questions or adjustments.

Regards,
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