

# THE MAILROOM

City of Los Angeles Approved Vendor for  
Website Services for Neighborhood Councils  
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1840 S. Gaffey Street, San Pedro, CA 90731



June 4, 2020

Northridge West Neighborhood Council  
Re: Web/Social Media Services

**Thank you for choosing The Mailroom to provide the following monthly Services to the Northridge West Neighborhood Council for the 2020-21 Fiscal Year.**

**Here is a breakdown for the requested services at a cost of \$250/mo to begin July 1, 2020.**

**Website Maintenance:** Uploading of all documents and content to website such as agendas, minutes, flyers, calendar of events, news articles, etc. as requested. (Content to be provided by NWNC). Includes creation of graphics (such as banners) and conversion to PDF's and/or JPG's format when necessary, as well as routine site back-up and maintenance.  
COST FOR THIS ITEM (Flat rate) .....**\$125/MO**

**Email Blasts thru Constant Contact & Social Media Posting:** Minimum of two email blasts per month, one prior to the General Board Meeting and one near the end of the month. Blasts to include upcoming meeting information, news, flyers, etc. as provided. (Monthly account charge billed by Constant Contact not included).  
Also includes posting of social media content to Nextdoor, Facebook and Twitter as requested.  
COST FOR THIS ITEM (Flat rate) .....**\$125/MO**

Please provide a list of board members/committee chairs who are allowed to submit content for the website and email blasts.

Items received for posting between 8am-5pm will be posted on the same day. Items received after 5pm are subject to posting the following day unless contact is made with us by telephone or by a text message alerting us to the need for immediate posting for time sensitive items. We will do our best to make accommodations to get your item posted by the deadline.