DESIGN.
PRINT.
WEB.
MAIL OUT.

FOR
UNISON
BRANCHES

UNISON
DRAGON COURT
PRINT SERVICES



CAMPAIGNING
NEWSLETTERS
VINYL BANNERS & POSTERS
POSTCARDS
WEBSITES

RECRUITMENT
STALL POSTERS
RECRUIT-A-FRIEND FORMS
PULL-UP STANDS
NEWSLETTERS
RECRUITMENT GOODIES
LEAFLETS
STICKERS

YOUR BRANCH
AGM PAPERS
BRANCH OFFICER BALLOTS
ADDRESSED ENVELOPES
BRANCH STATIONERY
PULL-UP STANDS
CALENDARS
WEBSITES
WALLCHARTS

UNISON Dragon Court Print Services

Website support packages



UNISON Dragon Court Print Services

Website support packages

The UNISON branch website platform will be provided (and billed) separately by UNISON Digital. Please see separate documentation that describes the platform and what is included.

The platform does include access to a fully-featured website, full day workshop, and a ‘how to’ website to make the website simple and easy as possible to use. However, ongoing direct help and support isn’t included.

That’s where UNISON Dragon Court Print Services comes in. We’ve created 3 packages which offer branches a little extra support.

Starter support package

For branches who need a little extra help to get their sites up and running



What does it cost?

£200, one-off cost to get up and running + 1 year advice helpline

What is included?

- Seven hours staff time in developing your initial site content and launching your site.
- A dedicated support and advice helpline, available from 9-5 (holiday periods excepted), and an email address for your queries.
- A two hour online or phone 1-2-1 training session to run you through the website, and guide you through creating common content (this is in addition to the group training workshop that comes with the branch websites package).

Branch responsibilites

- The branch is to provide all content for the website. Initial content for the website to include branch contact details and some news stories.
- Local photos are great but make sure you get permission to use any pictures.
- The branch should nominate one or two people who are responsible for the up keep of the site and ensure it’s kept up to date.

What is not included?

- Help with other IT issues, email or domain registration

Silver ongoing support package

For branches who want the security of dedicated 1-2-1 technical advice and support.



What does it cost?

£200 per year - rolling contract

What is included?

- A dedicated support and advice helpline, available from 9-5 (holiday periods excepted), and an email address for your queries.
- Access to your website to fix any issues directly for you.
- A two hour online or phone 1-2-1 training session to run you through the website, and guide you through creating common content (this is in addition to the group training workshop that comes with the branch websites package).
- Continuing help to develop the website and use new communication tools as they become available.

Branch responsibilites

- The branch is to provide all content for the website. Initial content for the website to include branch contact details and some news stories.
- Local photos are great but make sure you get permission to use any pictures.
- The branch should nominate one or two people who are responsible for the up keep of the site and ensure it's kept up to date.

What is NOT included?

- Help with other IT issues, email or domain registration

Gold ongoing support package

For branches who want someone else to help update their website for them

What does it cost?



£300 per year - rolling contract

What is included?

- Up to five content updates of your website per month. This could include news stories, bulletins or branch committee minutes for example.
- A dedicated support and advice helpline, available from 9-5, and an email address for your queries.
- Continuing help to develop the website and use new communication tools as they become available.
- Quick fix of any issues directly on your website.

Branch responsibilites

- The branch is to provide all content for the website. Initial content for the website to include branch contact details and some news stories.
- Local photos are great but make sure you get permission to use any pictures.
- The branch should nominate one or two people who are responsible for checking the website is up to date and getting in contact with UNISON Dragon Court Print Services with new content.

What is NOT included?

- Help with other IT issues, email or domain registration

UNISON Dragon Court Print Services

Please don't hesitate to get in touch with us if you have any questions about the support packages we offer

Damian Tuxworth
0113 2182387
damian@unisonprint.co.uk

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UNISON Dragon Court Print Services

Website support packages Contract

PLEASE NOTE: The UNISON branch website platform will be provided (and billed) separately by UNISON Digital, and the branch will need to sign the contract for the hosting of the website.

Please read this document carefully and tick the support package your branch would like to purchase. (*Ticking a box means you agree to the branch responsibilities set out in this document and you will be billed for the first years support shortly.*)

☐ **Starter support package - £200**
(1 year support package - you can move onto the silver ongoing support after the first year if you wish)
For branches who want a little extra help to get their site up and running

☐ **Silver ongoing support package - £200**
(Ongoing support package - rolling contract billed annually)
For branches who want the security of dedicated 1-2-1 technical advice and support

☐ **Gold ongoing support package - £300**
(Ongoing support package - rolling contract billed annually)
For branches who would like someone else to update their websites for them

Full Branch Name .....

Branch Code .....

Name .....

Branch role .....

Email .....

Signature .....

Date .....

UNISON Dragon Court Print Services

Name .....

Signature .....

Date .....

Please return this contract to:- UNISON Dragon Court Print Services, Unit 1, Dragon Court, Springwell Road, Leeds LS12 1EX