# SETYZ Setup Your Zone SRL

# Services Catalogue

Last update: 25.09.2023

**SETYZ - Setup Your Zone SRL** 

Adress: Şoseaua Vergului 21-29, Bl. G1-G4, Sc. D, Ap. 147, Sector 2

Bucharest, 022444

**Phone**: +40763493471 // +40763493471 **Email**: <u>contact@setyz.ro</u> // <u>graphics@setyz.ro</u>

**Web**: <a href="https://setyz.ro">https://setyz.ro</a> **CIF**: 43409190

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### Who we are

**SETYZ – Setup Your Zone SRL** is a company established in 2020 that offers computer repair and assembly services, IT consulting as well as Brand, Web and Graphic Design services, so that the customer has a complete solution to whatever their requirements may be.

Located in Bucharest, our main motivation is the customer and the opportunity to offer them relevant and customized solutions for their requirements, the opportunity to bring their dreams to reality.

Our team consists of two people:

• <u>Cristian</u> – the founder of the company and the person in charge of everything from computer repair, maintenance and assembly to IT consulting.

<u>Phone</u>: +40784094820 <u>Mail</u>: contact@setvz.ro

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• <u>Andreea</u> – Associate of the company, the person you can turn to for Brand, Web and Graphic Design.

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# Computer/Laptop/Server Repair, Maintenance and Assembly Services

**Diagnostics** - 150 RON

**Note**: Only paid if repair is not accepted after diagnosis has been completed.

**De-virus** - 30-100 RON

(varies according to complexity)

Backup Data - 1 RON/GB

**Installation/Reinstallation of operating system** - 100 RON

Includes other applications on request (Browser, Office Package, etc.)

Laptop battery replacement - 50-100 RON

(depending on model)

**Laptop/Desktop RAM Replacement/Upgrade** - 50-100 RON

(depending on model)

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# **Replacement/Upgrade HDD/SSD Laptop/Desktop** - 50-100 RON

(depending on model)

Remote Support - 50 RON/hour

**Desktop Maintenance** - 50 RON

(Cleaning and thermal paste replacement)

Laptop sub-assembly replacement - 150 RON

**Laptop Maintenance** - 150 RON

(Cleaning and thermal paste replacement)

Laptop sub-assembly replacement - 200 RON

(hinge, back cover, palmer, etc)

**Desktop Assembly** – 100-150 RON

(based on complexity)

Windows License 11 Pro -150 RON

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# Brand Design Services (Corporate Identity)

- Branding Package 300 EUR
  - Services included:
  - -1 Concept Method
  - -Brand Strategy\*
  - Logo Suite
  - -Typography Suite
  - -Color Palette
  - -Brand Guideline
  - -2 revision rounds\*\*

\*The Brand Strategy includes a brief presentation of the company and its mission/objectives, target audience, vision.

\*\*the revision rounds consist of a maximum of 2 rounds where an unlimited number of changes can be made per round.

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#### Add-Ons

- -Business Cards
- -Mockups
- Brand Assets (ex. design of: brochures, notebooks, pens, calendars, etc.)
- -Website (See <u>"Website Services</u>")
- -Graphic Design (See "Graphic Design Services")
- -Additional revision rounds\*

#### Further information:

Project turnaround time varies based on complexity as well as services chosen. The price starts at 40 EUR/service chosen, except Website, where the price depends based on the chosen package.

The price is estimated in EUR, the estimated conversion is made in RON based on the BNR exchange rate at the time of the creation of the project development proposal (if needed).

For more details, you can contact Andreea or check the "FAQ" section

\*Price for additional rounds are of 15 EUR/hour.

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# Web Design Services

### • Basic Package – 50 EUR

1 Concept Method

Pages Included: Homepage, Contact

Estimated turnaround time: 3-5 business days

Included additional services: Basic SEO Optimization

2 revision rounds\*

### • Standard Package - 75-125 EUR

1 Concept Method

Pages Included: Basic Package + 3 pages of choice

Estimated turnaround time: 5-7 business days

Included additional service: Basic SEO Optimization

2 rounds of revision\*

### • **Premium Package** – Starting from 150 EUR

\*Based of number of pages

1 Concept Method

Pages Included: Standard Package + pages of choice

Estimated turnaround time: 7-10 business days

Included additional service: Basic SEO Optimization

2 rounds of revision\*

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\* the revision rounds consist of a maximum of 2 rounds where an unlimited number of changes can be made per round.

#### **Additional Services:**

At the customer's discretion, if necessary

- -Hosting 10 EUR/month
- -Website Maintenance 20 EUR/month
- -Branding (See "Branding Services")
- -Domain Price varies based on the type of domain chosen
- -Plug-Ins Based on Project
- -Themes Based on Project
- -Shop Page\*
- -Additional revision rounds\*\*

\*To build a shop page there needs to be a special attention, reason why for those who wish to have an online shop, please contact us via the form present on our website so we are able to further discuss this Add-on.

\*\*The price for additional revision rounds is of 15 EUR/hour.

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#### Further information:

Project turnaround time varies based on complexity as well as services chosen.

The price is estimated in EUR, the estimated conversion is made in RON based on the BNR exchange rate at the time of the creation of the project development proposal (if needed).

For more details, you can contact Andreea or check the "FAO" section

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# Graphic Design Services

- Business cards
- Mockups
- Brand Assets
- Packaging Design
- Powerpoint Design \*Template
- E-mail Design\*Template
- Website Design\*Template
- Social Media Design
   \*Template (e.g. Banner, Cover, Post, Story, etc.)
- Poster
- Brochures
- Ads
- Covers for books, albums, podcasts
- Infographics

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#### Further information:

Estimated pricing starts at EUR 40/chosen service, based on the complexity of the project, with final pricing provided at the time of the creation of the project development proposal.

The project execution time varies based on the complexity as well as the chosen services.

The price is estimated in EUR, the estimated conversion being made in RON based on the BNR exchange rate at the time of the creation of the project development proposal (if needed).

For more details, you can contact Andreea or check the "FAQ" section.

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## FAQ

# 1. Are Brand and Web Design prices paid in one installment?

No, we ask for 50% of the total amount of the project in advance in order to book your place, and 50% at the end of the project, once the contract has been signed.

### 2. Can I pay in more than two instalments?

If the client has difficulties in paying the amount in two instalments, the possibility of paying in 3 instalments can be discussed with SETYZ, and then, if approved, an additional contract to the original one can be drawn up.

Note: The down payment of 50% of the total amount of the project is mandatory and cannot be changed, and is required to book the place.

### 3. What does the 50% deposit include?

Payment of the 50% deposit of the total amount of the project is obligatory and cannot be modified and is required to book the place.

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This amount also includes some initial costs to start the development of the project, especially on the Web Design side, without which we could not progress in the creation of the desired product.

### 4. Why is the price in EURO?

Prices for background services (e.g. plug-ins, domain, themes, hosting, software used for project development) that make up a Web, Brand or Graphic design project are expressed in EURO, which is why the price of our services are also expressed in the same currency, the estimated conversion being made in RON based on the BNR exchange rate at the time the project development proposal is drawn up (if needed).

# 5. If we do not know certain terms, where can we find out what they mean?

No panic! To find out the meaning of certain terms used, based on the chosen service, you can contact us by phone or e-mail, as well as see the "Terminology Guide" attached to this catalogue.

We are always at the customer's side to clarify any doubts they may have!

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# 6. What is the process/steps once a service has been chosen?

The process or next steps once a service has been chosen can be varied.

On the computer repair side, in the first phase a diagnosis of the device will be carried out and then the customer will be contacted by phone to be informed about the problem found and its solution.

On the web, brand and graphic design side, once the desired services have been chosen, a phone call/zoom or google meet or message (if necessary) will be made in order to discuss more details and receive the necessary information so that we can create the project development proposal which will then be sent to the client by email. Once this proposal is received, where more details will be specified within, the client can choose whether or not to proceed with the project, at which point, if the answer is positive, the proposal will be signed and the contract itself will be created, sent and signed.

More details on this side will be specified and clarified in those documents as well as in the first meeting with the client.

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# 7. What does the project development proposal contain?

It may vary from client to client and is valid for 5 working days from the date of its creation.

It always includes the following:

- Project objectives
- Creative direction
- Services included
- Final project price
- End Note

Together with the proposal, the client will also have the "Terminology Guide" that has been attached to this catalogue to better understand the terms used.

# 8. If I have lost some documents sent, can I have a copy?

We can understand that one's life can get busy and this sometimes causes the loss of documents, which is why SETYZ offers FREE of charge the following documents to be sent by mail:

- Services Catalogue

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### - Terminology Guide

# 9. Will documents for web, brand and graphic design projects also be available online?

We want the client to always have access to their documents, which is why, at the moment, all documents, from the proposal, contract to invoices and other files created as a result of the project, will be provided by email to the client as well as available in the cloud on OneDrive.

# 10. How do we know if the service catalogue is up to date?

At the bottom of each page, in the footer, together with the company's fiscal and contact details you can find on the first line the date the document was last updated.

As this document will also be available on our website, you can always find the latest version of the document there, otherwise you can contact us and we will send you the updated version.

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