

**William H. Weiskopf, IV**  
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720-663-9455

January 30, 2012

Darek Bruzgo  
President  
D&R CNC Machining, Inc.  
dtbruzgo@gmail.com

Dear Darek:

After meeting with you last week, I am interested in your company both professionally, as a web designer, and personally, as a mechanical engineer. Since thinking over that which you have in mind for your new website, I am eager to get started with what I expect will be an enjoyable project.

This letter outlines the scope of the work you discussed with me, including objectives, procedures, benefits, and fees.

#### OBJECTIVE

Design, prototype, and implement a website for your company, D&R CNC Machining. The prototype will be based on WordPress to allow for straightforward management of the site by your company. Implementation of the site may require finding and hiring a new host company in addition to implementing the website on the webhost's servers. A possible additional project may include assessing and reconfiguring the company's email system to allow for IMAP synchronization.

#### PROCEDURE

1. Creation of a website design (estimated to take 2 weeks).
2. Creation of a prototype website on my servers for your company to demo (estimated to take 1.5 weeks).
3. Configuration of your webhost servers (hiring a new webhost and/or reconfiguring the email system may take place here as well) (estimated to take up to 1 week).
4. Implementation of the website on your webhost server (estimated to take up to 1.5 weeks).
5. Training and support

Note: Each of these steps will proceed following a meeting with you and after receiving your approval. If things are approved of quickly, the website will be complete six weeks from when you give me permission to start. I can start as soon as you notify me that you agree to this proposal.

#### BENEFITS

Following the implementation of this website, your company will have a fully functioning website that is straightforward to manage by you, the design of which is wholly according to your wishes. Benefits to your company include a website that represents the nature of your company to customers in an accessible manner and that respects your time by allowing you to make modifications to your sites content efficiently.

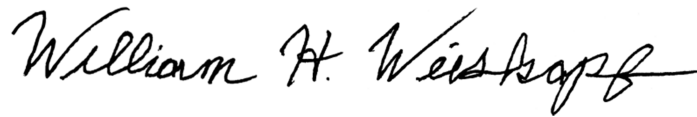
#### FEES

Design, prototyping, and implementation of the website will cost \$220, due upon implementation of the website on your webhost's server. If requested, searching for and setting up a new hosting company will cost an additional \$25, not including the host's costs, due upon successful host server setup. Reconfiguring the company's email system would cost an additional \$30, due on successful setup of the email system. Training and support for the new website will be discussed and agreed as we near implementation time of the new website.

#### CLOSING

I appreciate the opportunity to create a website for your company. If you accept this proposal, please sign a copy and return it to me.

Sincerely,

A handwritten signature in black ink, reading "William H. Weiskopf". The signature is fluid and cursive, with a long horizontal stroke at the end.

**William H. Weiskopf, IV**

#### RESPONSE

By signing below, it is accepted that this contract sets forth the proposal for C&R Machining, Inc.

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*Accepted by:*

*Date:*