# ****WEB DEVELOPMENT CONTRACT AGREEMENT****

This Web Development Agreement (“Agreement”) is made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and between:

**Developer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****1. PROJECT OVERVIEW****

The Developer agrees to design and develop a website for the Client according to the selected plan, specifications, and agreed-upon project goals.

### ****2. PLAN OPTIONS****

#### **□ Basic Web Development Plan — ₱27,999.00**

**Website Type:** Static (HTML, CSS, JS — no database)

* Website Development up to 4 pages (Home, About, Services, and Contact)
* Responsive design (mobile, tablet, desktop)
* Free hosting (1 year), including hosting setup and launch support.
* 2 meetings (initial & final)
* Basic SEO setup (titles, meta descriptions)
* Contact form integrated with the Client’s email.
* Optional domain registration assistance

#### **□ Silver Web Development Plan — ₱54,359.00**

**Website Type:** Static (HTML, CSS, JS — no database)

* Website Development up to 5 pages (Home, About, Services, Gallery, and Contact)
* Responsive design (mobile, tablet, desktop)
* Free hosting (1 year), including hosting setup and launch support
* 2 meetings (initial & final)
* 1 revision
* 1 month free maintenance
* Basic SEO setup (titles, meta descriptions)
* Contact form integrated with the Client’s email
* Optional domain registration assistance (add-on)
* 1-month analytics report

#### **□ Premium Web Development Plan — ₱148,999.00**

**Website Type:** Static (HTML, CSS, JS — with database)

* Website Development up to 6 pages (Home, About, Services, Gallery, Store, and Contact)
* Responsive design (mobile, tablet, desktop)
* Full ownership of the code (upon completion)
* Free hosting (1 year), including hosting setup and launch support
* CRM integration
* 2 meetings (initial & final)
* 2 revisions
* 1 month free maintenance
* **Search Engine Optimization (SEO) for 3 months**, which includes:
  + Month 1: Website audit, keyword research, and on-page optimization (titles, descriptions, headings)
  + Month 2: Content optimization, backlink setup, and performance monitoring
  + Month 3: Performance reporting, refinement, and final SEO handover
* Contact form integrated with the Client’s email
* Domain registration
* 3-month analytics report

### ****Note:****

* For Basic and Silver Packages, source codes are not transferred to the Client.  
  A ₱50,000 fee applies for full transfer of ownership.
* For the Premium Package, full code ownership is granted upon 100% project completion or after the 3-month SEO period.

### ****Add-ons****

☐ Annual hosting and domain renewal – ₱3,000/year

☐ Payment Service Provider – ₱1,200/year

☐ Website Maintenance – ₱2,000/month

☐ Email Marketing Services – ₱5,000/month (includes 4 high-converting email campaigns)

☐ Social Media Management – Choose a plan: ☐ Basic  ☐ Growth  ☐ Premium

### ****3. AGILE METHODOLOGY****

We’ll use a lightweight Agile process to keep development flexible, collaborative, and efficient.

**Agile principles:**

1. Collaboration over strict planning – we adapt as new ideas come.
2. Frequent updates – you’ll see the website evolve after each sprint.
3. Quick feedback – short review cycles keep progress fast and aligned.
4. Continuous improvement – we refine based on your feedback until launch.

**Sprint workflow:**

* Each sprint lasts about one week.
* After each sprint, you’ll receive a demo or preview link.
* Feedback is collected before the next sprint begins.

### ****4. PROJECT PHASES****

**Phase 1 – Discovery & Content (Sprint 1)**  
Confirm pages, content, and overall direction.  
Client provides logo, text, and images (or placeholders may be used).  
**Timeline:** 3–5 days

**Phase 2 – Design & Development (Sprints 2–3)**  
Develop design and layout with weekly previews.  
**Timeline:** 2–3 weeks

**Phase 3 – Review, Testing & Launch (Sprint 4)**  
Apply revisions (up to 2 rounds), test responsiveness, and deploy.  
**Timeline:** 5–7 days

### ****5. PROJECT TIMELINE****

The project shall commence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is expected to be completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless otherwise extended by mutual agreement.

### ****6. FEES AND PAYMENT TERMS****

**Total Project Fee:** ₱\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Schedule:**

* 60% deposit upon signing of this Agreement.
* 40% upon completion and Client approval of the final website

Payments are non-refundable once work has begun.

**Accepted payment methods:** *Bank Transfer, Cash, or On-date Cheque Payment*

### ****7. REVISIONS****

* Revisions are limited to the number included in the chosen plan.
* Additional revisions beyond those included will be billed at ₱1,000 per revision.
* A “revision” refers to minor layout, content, or design adjustments, not a complete redesign.

### ****8. MAINTENANCE****

* Applicable to Silver and Premium Plans only.
* Includes minor updates, bug fixes, and small content edits during the free maintenance period.
* Extended maintenance beyond the free period will be billed at ₱2,000/month.

### ****9. MEETINGS AND COMMUNICATION****

* Meetings will be conducted via *Zoom, Google Meet, or in-person*.
* Additional meetings requested by the Client will be billed at ₱1,500 per session.

### ****10. OWNERSHIP AND ACCESS****

* Upon full payment and completion, ownership terms apply as specified under the selected plan.
* The Developer retains the right to include the project in their portfolio or marketing materials.

### ****11. TERMINATION****

Either party may terminate this Agreement with written notice.  
The Client agrees to pay for all completed work up to the termination date.

### ****12. CONFIDENTIALITY****

Both parties agree to maintain confidentiality regarding all shared materials, credentials, and project information.

### ****13. ACCEPTANCE****

By signing below, both parties agree to the terms and conditions outlined in this Agreement.

**Developer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_