LIPA POLE POLE AGREEMENT

# Business Solutions Hub

Service Payment Plan Contract

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, between:

Business Solutions Hub  
Representative: Dennis  
Email: businessolutionshub.com  
Phone: 0727809547

AND

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Business Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1. Project Overview

☐ Static WordPress Website  
☐ Smart Website with AI Integration  
☐ Mobile App Development (Android/iOS or Hybrid)  
☐ Branding & Logo Design  
☐ Social Media Setup / Digital Marketing  
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2. Total Service Fee

Total Cost of Project (Service Fee): Ksh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Initial Commitment Fee: Ksh. 10,000  
Balance Due after Commitment Fee: Ksh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
The commitment fee secures your project and initiates the planning process.

## 3. Hosting & Maintenance Fees (Not Included in Service Fee)

Depending on the service selected, the following hosting/maintenance fees will apply:  
  
- Static WordPress Website:  
 Yearly Hosting Fee – Ksh. 1,200  
  
- Smart Website with AI Integration:  
 Monthly Hosting Fee – Ksh. 3,400  
  
- Mobile App Development:  
 Hosting or third-party integration costs (if any) will be discussed and billed separately based on the nature of the app.  
  
All hosting or subscription charges are recurring and separate from the one-time service fee.

## 4. Payment Plan (Lipa Pole Pole)

|  |  |  |
| --- | --- | --- |
| Installment | Amount (Ksh) | Due Date |
| 1st |  |  |
| 2nd |  |  |
| 3rd |  |  |
| 4Final |  |  |

If payments are delayed beyond 7 days without notice, the project may be paused until outstanding dues are cleared.

## 5. Final Deliverables

All final deliverables (e.g., website, app, design assets, credentials) will be handed over only after full payment of the agreed service fee. Hosting or app store credentials may remain suspended if ongoing hosting/maintenance fees are unpaid.

## 6. Refund & Cancellation Policy

The Ksh. 10,000 commitment fee confirms your order and is part of the total service amount.  
If the client cancels mid-project, any completed work will be billed proportionally.  
Refunds (if any) are at the sole discretion of Business Solutions Hub.

## 7. Client Responsibilities

Provide content (logos, images, text) in good time  
Approve drafts and revisions promptly  
Make payments as per schedule  
Communicate expectations or delays transparently

## 8. Dispute Resolution

Any disputes arising from this agreement shall be resolved amicably through discussion or mediation. Legal action is a last resort.

## 9. Agreement Signatures

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Business Solutions Hub (Rep): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_