



ABS DSGN
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Invoice

April 25, 2019

Invoice #ABS-1904001

Client

International Chiropractors Association
Bridget Von Egmond
6400 Arlington Blvd, Suite 800
Falls Church, VA 22042

Project

ICA Website Maintenance

Service	Qty	Price	Total
Wordpress Website Management <i>Monthly recurring - www.chiropractic.org</i>	1	\$225.00	\$225.00
Wordpress Website Management <i>Initial account setup and website backup</i>	1	\$100.00	\$100.00
Subtotal			\$325.00
Adjustments			-\$0.00
First Month Total			\$325.00
Monthly Recurring Total			\$225.00

Notes

See Statement of Work for service details

Statement of Work & Pricing Agreement

This Statement of Work & Pricing Agreement is an agreement between International Chiropractors Association, known as "Client", and ABS DSGN, known as "ABS DSGN". A signed statement of work and 50% deposit for estimated services must be received for any work to begin.

Services to be performed for Client by ABS DSGN:

1. Wordpress Website Management

- a. This includes three(3) hours of website management, content updates, Wordpress updates, plugin updates, and necessary database and site file backups.
- b. This service is billed monthly (see Payment Terms).
- c. The three service hours included are divided as outlined:
 - i. One(1) hour is dedicated to standard Wordpress maintenance including:
 1. Wordpress core updates
 2. Plugin updates
 3. Database and site file backup
 - ii. Two(2) hours are allotted for content and website updates as requested by Client via written email request.
 1. Client requested changes must work within the existing functionality and layout of the website.
 2. Client requested changes that do not work within the existing site functionality and/or layout elements may be deemed "out of scope" and billed at additional hourly rates (see Payment Terms).
- d. The three service hours included expire at the end of each calendar month and any unused hours do not rollover to the following month.
- e. This service requires a one-time setup fee to be billed in addition to the first month of recurring management service.
 - i. Included in the setup process are:
 1. Account creation for administrator access to the Wordpress admin (wp-admin).
 2. Initial off-site website database and site file backup.
 3. Familiarization with plugins, page architecture, blog, and content currently in use on the site.

Payment Terms

1. Fixed project and recurring product and/or services rates are listed in the attached invoice and/or estimate.
2. **Fixed Project payment terms:**
 - a. Prior to any products, services, or work pertaining to the project outlined in this Statement of Work and Estimate and/or Invoice, ABS DSGN must receive the following items from Client:
 - i. A signed copy of this Statement of Work and Estimate and/or Invoice by an authorized representative of Client
 - ii. A 50% deposit total services as provided in the attached Estimate and/or Invoice.
 - b. Final payment of remaining balance due by Client must be received by ABS DSGN within 30 calendar days from project completion as outlined in this Statement of Work.
 - i. Failure to receive payment of balance due within 30 days of project completion as outlined in this Statement of Work will make void and nullify any and all rights Client has to use, promote, sell, and/or claim ownership to or of services and deliverables provided by ABS DSGN.
3. **Recurring Services payment terms:**
 - a. Prior to any products, services, or work pertaining to the project outlined in this Statement of Work and Estimate and/or Invoice, ABS DSGN must receive the following items from Client:
 - i. A signed copy of this Statement of Work and Estimate and/or Invoice by an authorized representative of Client
 - b. Recurring website management services are billed monthly, on the first(1st) calendar day of each month.
 - i. Payment by Client must be made with fourteen(14) calendar days of the first day of each month.
 - ii. Payments not received by ABS DSGN by 5:00PM EST on the fourteenth(14th) calendar day of each month will be considered "Late".
 1. Late payments will render any and all associated recurring services and/or products as outlined in this Statement of Work null and void until outstanding balances are received by ABS DSGN.
 2. Any and all recurring services and/or products with payments that are considered "Late" by more than thirty(30) calendar days from the initial payment due date will render any and all current and future recurring associated services and/or products null and void.
4. **Additional Hours payment terms:**
 - a. Additional hours may be appended to the agreed upon Statement of Work by Client or ABS DSGN request for additional fees.
 - b. Written approval of estimates from Client is required for all additional time and/or project requests outside of the agreed upon Statement of Work.
 - c. Additional fees are billed at a fixed hourly rate of \$125.00.

Privacy Policy & Liability

1. ABS DSGN will not disclose any Client information to an unauthorized third-party, vendor, member, affiliate, individual, or company without prior written permission from Client.
2. ABS DSGN will take all reasonable and accessible precautions with Client information and property. ABS DSGN is not liable for unauthorized website access, usage, property loss, damages, and information disclosures.
3. ABS DSGN is not responsible or liable for purchasing, maintaining, renewing, or otherwise servicing domain name services and/or web hosting.



I have read, understood, and agree to the terms in this Statement of Work & Pricing Agreement. I am an authorized representative of Client or ABS DSGN.

Signature, ABS DSGN

Date

Signature, Client

Print Name

Date

Estimated Timeline

The timeline below is an estimate based on our experience, knowledge, and workload, and is subject to change. In the event of any change to the timeline, we will let you know as soon as we're aware and able to provide an updated estimate.

Deliverables	Deadline
Project Begins & Under Construction Page Setup	March 15, 2019
Initial Logo Design	March 22, 2019
Initial Website Design	March 25, 2019
Logo Design Revision Round 1	April 1, 2019
Website Design Revision Round 1	April 2, 2019
Logo Design Revision Round 2	April 9, 2019
Website Design Revision Round 2	April 8, 2019
Final Website Design	April 12, 2019
Website Content Matrix Provided to Client	April 12, 2019
Final Logo Design	April 15, 2019
Website Development Begins	April 15, 2019
Website Preview Available	April 26, 2019
Website Content Due from Client	April 29, 2019
Website Content Entry Complete	May 1, 2019
Website Development Quality Assurance Begins	May 1, 2019
Website Development Quality Assurance Complete	May 3, 2019
Website Analytics and Go-Live Prep	May 6, 2019
Website Move to Production	May 8, 2019