

Project Agreement Letter

Dear Customer,

I hope this letter finds you well. This document serves as a formal agreement for the development and delivery of the **Portfolio Website Project** for Alia. Kindly review the terms and conditions outlined below.

1. Project Overview

This project involves the development of a **Portfolio Website** for Alia, based on the following technical stack:

- **Programming Language:** HTML, CSS, JavaScript

The website will be developed to include features such as:

- About Me page
- Portfolio showcase
- Skills and Competencies
- Experience and Education sections
- Contact page with social media links
- Gallery with categorized sections (Family, Friends, etc.)

2. Payment Terms

The total price for this project is **RM100**. The payment will be split as follows:

- **60% (RM60)** upon agreement signing, which will grant you access to progress snapshots and updates.
- **40% (RM40)** upon project completion, prior to the final delivery of the full source code.

Upon receiving the final payment, the complete website code will be delivered, and full access will be granted.

Optional Early Payment: Should you choose to pay the full amount upfront, you will receive early access to the code and ongoing progress updates from the start.

The payment due date is **17/12/2024**. Please ensure timely payment to avoid delays in project progress.

3. Project Delivery and Timeline

We have agreed upon a completion timeline, with the due date set for **17/12/2024**. While we will work diligently to complete the project on time, any delays resulting from your requests or decisions may incur extra charges.

4. Changes and Revisions

- **Major changes** to the project will not be accepted after the agreement is signed unless mutually agreed upon. Major changes may cause delays and require a revised scope of work, potentially incurring additional costs.
- **Minor changes** can be requested, but they must be approved by the developer. If changes are not agreed upon, we will need to reevaluate the scope and hold further discussions.

It's essential that all change requests are communicated promptly. Excessive requests or unrealistic demands may result in project cancellation.

5. Professionalism and Communication

We expect mutual respect and professionalism throughout our collaboration. Any unprofessional behavior may result in project cancellation, without a refund of any payments made.

Good communication is key to a successful project. Please provide timely responses to queries and feedback. Delayed responses may lead to project delays and could incur additional charges.

6. Final Deliverables

You will receive snapshots of project progress following the initial payment. The full source code will only be delivered after the final payment is completed, unless you choose to pay the full amount upfront for early access.

7. Refund Policy

No refunds will be provided once the project has commenced. The payment structure is non-refundable once payments are made.

8. Forceful Demands

You may not demand the project to be completed ahead of schedule unless we have mutually agreed to an expedited timeline. Any urgency will be discussed and negotiated with my consent.

9. Confidentiality

Both parties agree to maintain confidentiality of all project-related information. No proprietary details, code, or information shared during the project will be disclosed to any third party without written consent.

10. Miscellaneous

- The project will proceed according to the outlined scope and specifications. Any additional work beyond the agreed scope will be quoted separately.
- This agreement is legally binding, and both parties are expected to adhere to the terms outlined above.

I believe that with good communication and mutual respect, we can deliver a successful project that meets your expectations. Please sign below to confirm your acceptance of the terms outlined in this agreement.

Client:


Name: _____

Signature: _____

Date: _____

Developer:

Name: Muhammad Hazeeq Haikal bin Roslan

Signature: 

Date: **[Date of Agreement]**