

up at
five

Project Contract - Annual Review Application

September 28th, 2016

From Up at Five
1305 Dundas Street West
Toronto, ON M6J 1X8 Canada

For Crossey Engineering

Application Feature BreakDown

TIER 2 : Review Application with Login Functionality

Quote: \$7,500

Completion Date: November 25th

For Reviewers:

- + Create a new review associated with a specific employee
- + Choose the employee's position to filter out only relevant review questions
- + Submit review once completed
- + Convert information from completed review into PDF and send to relevant parties automatically
- + Login and see all completed and in progress reviews
- + Ability to select reviewer type (so review form will default to designer or EIT)
- + Save a review and return to complete it at a later date

For Employees:

- + Complete all employee review questions
- + Submit employee questions once completed

For Admin:

- + Receive PDF for each completed review via email
- + Login to see all completed reviews
- + Ability to Download PDFs of completed reviews from within the application
- + Ability to Download CSV of completed reviews from within the application

General Features:

- + Review for Designers
- + Employee Review for Designers
- + Review for EIT
- + Employee Review for EITs
- + User login for Reviewers, Employees, and Admin. All information will be private to public.
- + Ability to relate reviews across years
- + Employee questionnaire can be related employee review and aggregated in the PDF

Project Timeline

Phase 1: Application Wireframes and flows

October 3rd - October 6th

All content will be established and the flow of the application outlined as well as the application architecture completed.

Phase 2: MVP Hand-off and Revisions

October 28th - November 4th

A functional version of the application will be made available to try out. A tracking sheet will be provided for revisions.

Phase 3: Final Application Hand-off

November 25th, 2016

The completed application will be deployed to the production server and email functionality will be set up on the production site.

Notes

This is not an invoice. This quote is valid for a two week period

Additional Fees

This quote does not include third-party products and services such as, but not limited to, hosting fees, domain name fees, stock imagery, special fonts, software extensions, or plugins.

Conditions

Estimates assume 1 round of revisions. Additional revisions will be billed at an hourly rate. On-time delivery will be based on a mutually agreed-upon schedule. Any delays on the part of the client with regards to excessive reviews, delayed feedback or late-stage changes to content, design, or functionality, may affect this quote as well as the project completion date.

Schedule

(Based on September 29th start date)

MVP Completion: October 28, 2016

Final Hand Off: November 25, 2016

Payment Terms

50% on Project start

30% on Completion of MVP

20% on Project complete

Cheque Payable to Up at Five or via e-transfer to hello@upatfive.ca

All payments must be made before the project is live. For all other details please read the terms below and do not hesitate to contact us with any questions you may have.

Mutual Agreement

Between, Up at Five and you, Crossey Engineering.

Summary

We will always do our best to fulfill your needs and meet your goals, but sometimes it's best to have a few things written down so that we both know what's what, who should do what and what happens if stuff goes wrong. In this contract you won't find complicated legal terms or long passages of unreadable text. We have no desire to trick you into signing something that you might later regret. We do want what's best for the safety of both parties, now and in the future.

In short

You (Crossey Engineering) are hiring us (Up at Five) located at 1305 Dundas Street West , to develop a web application for the estimated total price as outlined in this proposal. Of course it's a little more complicated, but we'll get to that.

What Do Both Parties Agree To Do?

As our customer, you have the power and ability to enter into this contract on behalf of your company or organisation. You agree to provide us with everything that we'll need to complete the project – including text, images, designs and other information – as and when we need it and in the format we ask for. You agree to review our work, provide feedback and approval in a timely manner too. Deadlines work two ways and you'll also be bound by any dates that we set together. You also agree to stick to the payment schedule set out at the end of this contract.

We have the experience and ability to perform the services you need from us and we will carry them out in a professional and timely manner. Along the way we will endeavour to meet all the deadlines set but we can't be responsible for a missed launch date or a deadline if you have been late in supplying materials or have not approved or signed off our work on-time at any stage. On top of this we'll also maintain the confidentiality of any information that you give us.

Development

The landscape of web browsers and devices changes regularly and our approach is to look forward, not back. With that in mind we will test in current versions of all major desktop browsers. Users of older or less capable browsers or devices will experience a design that is appropriate to the capabilities of their software. We do not cater for people using Microsoft Internet Explorer 8 (or below) and cannot predict the behaviour of that browser. We will also test that these templates perform well on Apple's iPad.

We will not test old or abandoned browsers, for example Microsoft Internet Explorer 6 or 5.5 for Windows or Mac, previous versions of Apple's Safari, Mozilla Firefox or Opera unless otherwise specified. If you need us to consider these older browsers, we will charge you at our standard old browser rate for any necessary additional design work, development and testing.

Text Content

We are not responsible for writing or inputting any text copy unless we specified it in this estimate.

Photographs

You will supply us photographs in digital format. If you choose to buy stock photographs we can suggest vendors of stock photography. Any time we spend searching for appropriate photographs will be charged at our standard discovery rate.

Changes and Revisions

We know from plenty of experience that fixed-price contracts are rarely beneficial to you, as they often limit you to your first idea about how something should look, or how it might work. We don't want to limit either your options or your opportunities to change your mind.

The estimate/quotation prices at the beginning of this document are based on the amount of work we estimate we will need to accomplish everything that you have told us you want to achieve. If you do want to change your mind, add extra pages or templates or even add new functionality, that won't be a problem. However, you will be charged accordingly and these additional costs will need to be agreed to before the extra work commences. This additional work will affect deadlines and they will be moved accordingly. We will be up front about all of this if and when it happens to make sure we're all on the same page before proceeding. We may also ask you to put requests in writing so we can keep track of changes. If the nature or functions of the project change significantly throughout the process, We reserve the right to deem the current project cancelled. At this point you will pay us in full for all the work we have done and may commission us to complete the new project based on the new requirements. This will require a new quote and contract.

Technical Support

You may already have professional website hosting, you might even manage that hosting in-house; if that's the case, great. If you don't manage your own website hosting, or your current hosting environment does not support the solution we are providing, we can set up an account for you at one of our preferred, third-party hosting providers. We will charge you a one-off fee for installing your site on this server, plus any statistics software such as Google Analytics, then the updates to, and management of that server, plus any support issues will be up to you. If you do not feel up to the task, we can discuss a yearly maintenance package.

Legal stuff

We cannot guarantee that the functions contained in any web page templates or in a completed website will always be error-free and so we cannot be liable to you or any third party for damages, including lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages.

If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

Phew!

Copyrights

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide for inclusion in the website are either owned by your good selves, or that you have permission to use them.

When we receive your final payment, copyright is automatically assigned as follows:
You own the graphics and other visual elements that we create for you for this project. We will give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files we used to make them.

You also own text content, photographs and other data you provided, unless someone else owns them. We own the markup, CSS and other code and we license it to you for use on only this project.

We love to show off our work and share what we have learned with other people, so we reserve the right to display and link to your completed project as part of our portfolio and to write about the project on websites, in magazine articles and in books about web development.

Payments

We are sure you understand how important it is as a small business that you pay the invoices that we send you promptly. As we are also sure you'll want to stay friends, you agree to adhere to the payment schedule specified above.

NB: If you are unable to supply all of the right content at this stage, it does not mean we have not done our job. Once the site has been tested and is ready to go live, either with your content or placeholder images and dummy text, we will issue the final invoice. Once the final invoice is paid we will hand over the keys and show you how to put your own content in once it's ready. If the final invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on my testing server or continue with the project in anyway.

But where's all the horrible small print?

Just like a parking ticket, you can't transfer this contract to anyone else without our permission. This contract stays in place and need not be renewed. If for some reason one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious and this contract is a legal document under exclusive jurisdiction of the courts of Ontario, Canada.

Client Signature

Date

Developer Signature

Date
