WEBSITE DEVELOPMENT PROPOSAL PREPARED BY JAIMSLYN TIBAYAN FOR

**BOW TIE BY DESIGN**

**Client Information:**

|  |  |  |
| --- | --- | --- |
| Company Name | Company Address | Contact Person/Email Address |
| BOW TIE BY DESIGN |  | Dr. Ayar Farhan  [ayarfarhan@gmail.com](mailto:ayarfarhan@gmail.com) |

**Project Details:**

|  |  |
| --- | --- |
| Project Title | Website Designing & Creation |
| Prepared By | Jaimslyn Tibayan (Designer) |
| Contact/Email Address | 09309276088/ jaimslyntibayan@gmail.com |
| Date | August 14, 2021 |
| Project Duration | August 14 to August 21, 2021 |

**Turnaround Time:**

Estimated time of the project can be completed within August 21. We can discuss the arrangements to complete the project sooner.

**Payment Plan:**

A first advance deposit of ₱5000 will be required upon signature of contract and or before starting the project. The remaining balance will be paid in module throughout the development of the project as mentioned below.

**Pricing Cost:**

|  |  |  |
| --- | --- | --- |
| Module | Hours | Amount (PHP) |
| **Web Development/Design**  ▪ Recover WordPress account  ▪ Pointing domains toward the Shared Web Hosting  ▪ Examine, test, and fix the errors  ▪ Optimize page speed  ▪ Website Responsive design  ▪ Add SSL Certificate  ▪ Revisions and fine-tuning of the design  ▪ Update the WordPress core and plugins  ▪ Configure Ecommerce  **Includes:**  Free SSL Certificate for duration of hosting |  | ₱ 15,000 |

**Estimated Budget:**

Php 15, 000.00

**Maintenance Cost:**

|  |  |  |
| --- | --- | --- |
| **Website Maintenance**  **▪** Website Analytics (Monthly website performance reports)  ▪ Optimize website page speed  ▪ Website Security  ▪ Updating of Website Core, Theme and Plugin if there’s any  ▪ Fixing of errors if there’s any |  | ₱ 3,000/month |

**TERMS AND AGREEMENT**

BY JAIMSLYN TIBAYAN

**Project Description:** Website Development for Bow Tie by Design

**Timeline:** August 14 – August 21, 2021

**Project Terms:**

1. **Payment Terms**: A down payment of ₱5000 will be required upon signature of contract/agreement and or before starting the project. The remaining balance will be paid once the project is completed. See payment schedules. Payment options: Cash, PayPal and Bank Transfer only.
2. The schedule of the project timeline will be moved if the resources needed for starting the project is not provided on or before the planning phase and throughout the phase. There will be additional fees for additional work or any revisions that are needed that are beyond the scope.
3. **Usage Rights**: The final output of the project will become the property of the client mentioned in this agreement upon the final approval of the project and if payment is done.
4. **Suspension**/**Cancellation**: I reserved the right to suspend this project if the client demonstrates a continued lack of trust and if there will be an inability to move forward after showing a reasonable number of revisions, ideas/concepts, and/or shows reluctance in paying what is agreed. The client reserves the right to suspend or cancel this project if it does not meet the objectives as defined in the planning phase.
5. **Refund**: There will be no refund if the client decides to cancel the project. The ₱5,000 down payment will cover the cost of starting the project. The client will no longer have to pay for the remaining balance if the client cancels after the project is once started.
6. The signature of both parties shall be the evidence acceptance of these terms.

*This proposal is valid up to \_\_\_\_\_\_\_\_\_\_\_ after being presented. Please note that any prices indicated in this document are estimates only and may not represent the final invoice. However, any changes in pricing will be discussed and agreed upon by the client.*

*In addition, by reading this proposal you are agreeing that any information contained herein is confidential and will not be shared with any third parties without permission.*

Prepared By:

\_\_\_Jaimslyn T. Tibayan\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Developer/Designer Signature**

Approved By: Approver’s Signature:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Name Client Signature**

Date Signed:

August 14, 2021

WEBSITE MAINTENANCE AGREEMENT

BETWEEN

Bow Tie By Design

AND

Jaimslyn T. Tibayan

**Parties**

This WEBSITE MAINTENANCE AGREEMENT , dated August 14, 2021, is made by and between Jaimslyn Tibayan and Dr. Ayar Fajar of Bow Tie By Design .

In consideration of the mutual promises and convenants in this Agreement, of which the receipt and sufficiency are hereby acknowledged, the Parties further agree to the terms as follows.

**Services Provided:**

The Contractor agrees to perform monthly maintenance services on the website within the agreed-upon-two-year term. The Services will include inspecting, updating, troubleshooting, and diagnostics. The Services will be primarily conducted at the client's place of business at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Terms and Conditions**

* **TERM**

This Agreement will be effective starting August 14, 2021 and will continue in full force until its termination date which is August 14, 2023.

* **COMPENSATION**

The Client agrees to pay the Contactor monthly rate of three thousand (₱3000.00) per branch for the performance of the Services under this Agreement. The Contractor will perform system update and troubleshooting, starting on the effective date until the end of the Term.

* **RELATIONSHIP OF PARTIES**

The Client acknowledges and recognizes the Contractor's status as an independent contractor. The Contractor is not prohibited under this Agreement to transact and offer its services to other parties.

* **WARRANTIES**

The Parties warrant and represent full capacity and qualifications to execute and perform the terms and conditions of this Agreement.

* **CONFIDENTIALITY**

All and any information and intellectual property under this Agreement will remain confidential and proprietary between the Parties, during and after the Term stated herein.

* **GOVERNING LAW**

This Agreement is governed and construed under the laws of the Philippines.

* **AGREEMENT**

The terms and conditions of this Agreement will bind and benefit the Parties herein.

**Signature**

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Signature\* Signature\*

DR. AYAR FARHAN JAIMSLYN T. TIBAYAN

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Name\* Name\*