

YOUR BUSINESS LOGO HERE

Web Site Design and Development Agreement

My goal is to ensure you, the Client, is delighted with my service. One way I accomplish this is by making sure both parties have a clear understanding of what is to be expected. This agreement outlines both what you as the Client can expect from me and what I as the Service Company can expect from you.

Description of Work

The purpose of this project is to create a professional, modern and user-friendly website for *Client Business Name*. This will be achieved with the work as outlined below:

Web Design & Development

The new *Client Business Name* website design and development package will include the following:

- A design template that reflects the work of *Client Business Name*.
- A Content Management System (WordPress) to update content without knowledge of web coding. The Content Management System will allow you to:
 - Add/Delete/Edit text and images within the content pages (and blog posts)
 - Add/Delete/Edit menus and submenus
 - Add/Delete/Edit content pages
 - Update the items on your sidebar
- Photo Gallery for displaying images of events, etc. The photo gallery will allow you to:
 - Add/Delete/Edit images
 - Create and display new galleries
- Set-up of up to 10 pages of content
- A contact form
- A newsletter sign-up box to collect customer email addresses (using 'Aweber/MailChimp/Other service)
- Social media sharing icons displayed on pages and posts (if desired)
- Search Engine Optimization (SEO) friendly pages
- Google Analytics Integration (free website statistics)
- Phone training to learn how to use the Content Management System to make changes to the site
- Written instructions for using the Content Management System

Any work not described above will be quoted separately.

Timeline

The project as described above in the description of work will be completed within 7 to 10 days assuming the Client is available to provide feedback to the Service Company on a daily basis. Each day the Client is unavailable to provide feedback may push the project completion date back by one day. Failure to submit required information or materials as outlined below may cause delays in the production. Please provide additional time for client feedback.

Your Business Name will provide support for fixing website bugs (not caused by the client) and answering questions related to how to use the new website for 30 days after website launch at no additional cost.

Needed Materials

The following is a list of needed materials in order to start the project:

- List of 3 or more sample websites with what you like and dislike about the site (navigation, layout, color scheme, etc.)
- High resolution logo
- All content to be included on site pages (including blog posts)
- Menu items (home, about us, services, programs, contact us, etc.) and submenu items
- Any images to be used in the design of the website, if any
- All images for the photo gallery and list of categories for photo gallery
- Newsletter information
- Google Analytics account information (if currently in use)
- FTP & hosting account information

Payment Terms

Web Design and Development as described above..... \$ X,XXX

A 25% deposit for the web design and development work of \$XXX is due at the start of the project. The remaining balance of \$XXX is due immediately upon website completion and upload to the Client's server.

This quote is guaranteed until MM/DD/YY.

Fees & Additional Services

Any work which is not specified in the description of work above will be considered an additional service and will require a separate agreement and payment from what is included in this agreement. Excessive change requests will be charged separately at the hourly rate of \$XX.

Authorization

The Client, *Client Business Name*, is engaging *Your Business Name* as the Service Company to develop a website that is to be installed on the Client's server upon completion. The Client hereby authorizes the Service Company to access this account for the purposes of developing and maintaining the website to be created.

Confidentiality

The Client and Service Company may disclose confidential information one to the other to facilitate work under this Agreement. Such information shall be so identified in writing at the time of its transmittal, and shall be safeguarded and not disclosed to third parties by the receiving party.

Permissions and Releases

The Client agrees to indemnify and hold harmless the Service Company against any and all claims, costs, and expenses, including attorney's fees, due to materials included in the Work at the request of the Client for which no copyright permission or previous release was requested or uses which exceed the uses allowed pursuant to a permission or release.

Termination

Either party may terminate this Agreement by giving 30 days written notice to the other of such termination. In the event that Work is postponed or terminated at the request of the Client, the Service Company shall have the right to bill pro rata for work completed through the date of that request, while reserving all rights under this Agreement. If additional payment is due, this shall be payable within thirty days of the Client's written notification to stop work. In the event of termination, the Service Company shall own all rights to the Work. The Client shall assume responsibility for all collection of legal fees necessitated by default in payment.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the Client: _____ Date: _____
(Signature)

(Print Name)

Your Business Name: _____ Date: _____
(Signature)

(Print Name)