

Service Agreement

1. Services Offered

- 1.1. The Agency provides professional website development, design, and maintenance services.
- 1.2. Services include but are not limited to: custom website development, UI/UX design, responsive design, e-commerce solutions, and website maintenance.
- 1.3. Project timelines will be established in the project proposal, typically ranging from 4-12 weeks depending on scope.

2. Project Process

- 2.1. Initial consultation and requirements gathering
- 2.2. Proposal and quote submission
- 2.3. Design approval process
- 2.4. Development and testing phase

3. Payment Terms

- 3.1. A 50% deposit is required to commence work
- 3.2. Remaining payment is due upon project completion
- 3.3. Additional features or revisions beyond the scope will be quoted separately

4. Intellectual Property

- 4.1. Upon full payment, the Client receives full ownership of the final website
- 4.2. The Agency retains the right to showcase the work in its portfolio

5. Client Responsibilities

- 5.1. Providing necessary content and materials in a timely manner

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5.2. Reviewing and providing feedback within agreed timeframes

6. Project Cancellation

6.1. Cancellation fees may apply based on work completed

7. Maintenance and Support

7.1. Post-launch support packages are available separately