



ONEPOINT
STRATEGIC V-CTO

FOUNDATION PACKAGE SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") is made and entered into as of [Date] (the "Effective Date"), by and between:

OnePoint CTO ("Provider")

reno@onepointcto.com

AND

[Client Company Name] ("Client")

The Provider and the Client may be referred to individually as a "Party" and collectively as the "Parties."

1. Services Provided (The "Foundation Package")

Provider agrees to deliver the following "Business Hub" setup services to the Client:

- **Domain & Identity:**

- **Domain Registration:** Provider will register and manage one (1) primary domain name on behalf of the Client.

- **Business Email:** Setup of one (1) professional business email address (e.g., name@yourcompany.com).

- **Light Branding:** Creation of a text-based logo and basic color palette if Client does not possess existing assets.

- **Business Hub Website:**

- Creation of a professional, mobile-responsive single-page website.

- Inclusion of key business information (Services, About, Contact).

- Integration of a lead capture form sending notifications to Client's email.

- **Search Engine Optimization (SEO) & Analytics:**
- **Indexing:** Submission of sitemap to Google Search Console and Bing Webmaster Tools to ensuring visibility.
- **Analytics:** Setup of Google Analytics (GA4) for traffic tracking.
- **Local SEO:** Basic on-page SEO (Title tags, Meta descriptions) and Google Business Profile setup.

2. Fees and Payment

- **Setup Fee:** The Client agrees to pay a one-time setup fee of **\$750.00** due upon signing this Agreement.
- **Monthly Management:** The Client agrees to a recurring monthly fee of **\$250.00**, beginning 30 days after the Effective Date. This fee covers:
 - High-speed website hosting and SSL security certificate.
 - **Monthly Summary Report:** A brief report outlining traffic and site health.
 - **Active Administration:** Ongoing technical maintenance, security updates, and content adjustments.
 - **Support Cap:** Up to **five (5) hours** per month of meetings, content updates, or administrative tasks. Hours do not roll over.

3. Service Level Agreement (SLA)

- **Response Time:** Provider aims to acknowledge all Client support requests within **48 hours** during standard business days.
- **Updates:** Standard content updates (e.g., changing text or images) will generally be completed within 3-5 business days of the request.

4. Ownership and Rights

- **Provider Ownership:** To ensure the stability and security of the "Foundation" platform, **Provider retains all right, title, and interest in and to:**
 - The domain name registration.
 - The website source code, design, and underlying frameworks.
 - The hosting environment and server configurations.
 - Any branding assets created by the Provider specifically for this package.
- **Client License:** Granting that the Client remains in good standing with monthly payments, Provider grants Client a non-exclusive, non-transferable license to use the website, domain, and email services for its business operations.
- **Data Ownership:** Client retains full ownership of its customer data, lead lists, and proprietary business information processed through the website.

5. Term and Termination

- **Term:** This Agreement shall commence on the Effective Date and continue on a month-to-month basis.

- **Termination:** Either Party may terminate the monthly management service with 30 days' written notice.
- **Effect of Termination:** Upon termination, the license granted herein shall cease. Provider may, at its sole discretion and for an additional transfer fee, agree to transfer the domain name to the Client. All hosting and email services will be suspended upon the effective date of termination.

6. Limitation of Liability

Provider's liability under this Agreement shall be limited to the total fees paid by the Client during the three (3) months preceding the claim. In no event shall Provider be liable for any indirect, incidental, or consequential damages, including loss of profits or data.

7. Independent Contractor

Provider is an independent contractor and not an employee, partner, or joint venturer of the Client.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

OnePoint CTO

Signature: _____

Name: Reno Warner

Title: Founder / V-CTO

Date: _____

[Client Company Name]

Signature: _____

Name: _____

Title: _____

Date: _____