



## Website Design Contract

Our intent is to provide the best web design services to \_\_\_\_\_. One way is to make sure that we agree on how the web design process will proceed. These are the terms of our agreement together:

### Policies

1. The web designer will deliver a completed website within the time-frame agreed upon: two months from date of signatures on contract.
2. The web designer will be responsible for purchasing an URL address, web hosting, and any other necessary expenses, as well as registering the client for any applicable necessary services.
3. These items will not be purchased and registration not completed without prior consultation with the client.
4. The client will reimburse the web designer for web-site related fees necessary for the proper functioning of the website (URL, web hosting, site-specific applications, registered services, etc.).
5. These fees will be itemized in the bi-weekly invoice (see Reimbursement).
6. The client is not responsible for the purchase of software, computer equipment, or similar multi-use items.
7. The web designer will be responsible for all passwords and user IDs associated with the website, and is authorized by the client to submit the website to search engines, to upload files and pages to the server, and to access the account as needed.
8. In the event that the client wishes to discontinue the project, for any reason, they will remit any expenses or payments due the web designer up to the day that the project was terminated.
9. In the event of the termination of the project before the final due date (two months from date on contract), the web designer reserves all rights to the website, including the removal of the website from the hosting server.
10. In the event of the discontinuation of the project, and the removal of the website from the hosting server, the client may purchase the website from the web designer for a flat fee of \$500, at which point all website rights and responsibilities are transferred to the client.
11. The web designer retains copyright of the website design and may display a screen shot of the design on her website for advertising purposes, and/or include links to the website.

### The Website

12. The design of the site, and any applications specifically designed for the website are copyrighted to the web designer.
13. The name of the web designer, as well as a way to contact her, will be included on the main page of the website.

#### Reimbursement

14. The web designer will receive an hourly/per page fee of \_\_\_\_\_ for the duration of the project.
15. The web designer will provide an invoice (detailing times and dates worked, what work was done, and total due) every two weeks.
16. Payment must be received within 7 business days, and can be mailed to:  
  
[address]
17. Payments not received within 7 business days will be subject to a 5% charge on top of the due amount. The charge will be assessed every week until payment is remitted.

#### Signatures

The undersigned agree to the terms of this agreement.

Name:  
Address:

Name:  
Address:

Phone:

Phone:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date