



Website Design Contract

This web design agreement is dated and is in effect as of _____
This agreement is between R Web Designs LLC and _____. The
client is purchasing _____ Which
includes _____. The total price is _____.

These are the terms of our agreement together

1. **Purpose and Authorization** The client is hiring R Web Designs LLC for the purpose of creating and hosting a website. The Client authorizes R Web Designs LLC access to accounts for e-commerce set-up , domain registration and *hosting account for clients who already have hosting* to connect a website for hosting service.

(initial on line)_____

2. **Website Content** The Client agrees to provide R Web Designs LLC all content such as text , images, videos and sound electronic format within 3 days of signed contract. All content is emailed to rwebdesigns@outlook.com. R Web Designs LLC agrees to deliver a preview of the design with in 7 days of the tentative preview date agreed upon in this contract. R Web Designs LLC will make every effort to meet agreed due dates provided all website content is given in specified time period. Client understands that failure to submit required information or materials may cause delays in the production. Client delays could result in significant delays in the delivery of completed work.

3. **Designated Client Representative** To ensure effective communication and efficient design process between The client and R Web Designs LLC agrees to designate a single representative to work directly with R Web Designs LLC. The representative will ensure All content has reached final approval within their organization before submitting the finalized content to R Web Designs LLC. If a revision is requested Time is of the essence, a response of either approval or disapproval to all websites revisions must be made within 48 hours by e-mail for the revised website.

Designated Client Representative Information

Name _____

Phone _____

Email _____

4. Website Revisions

2 Revisions are allotted before website completion of going live on the internet. Additional Revisions will be \$30.00 per revision (initial on line) _____ revisions made after website is live will result in additional charges. Changes in clients' input or direction or excessive changes will result in additional charges. The Client understands that revisions made after the website is live will result in extra charges.(initial on line)_____.

5. Website Updates

Website Updates include changes to textual content , images and videos only . Examples of contextual changes consist of changes to names of events, description of events or description of services, products, dates of events , changing a picture and adding a picture in the same place , changing a video and adding a video in the same place. Website Updates do not include changes to website, color, fonts, layout structure , format, or functionality. Website Updates are not included in Website Packages. There are 2 website update options (Update BASIC) which is an update for text up to 30 words or 1 video change or 1 image change for \$30.00 per update or (Update Blast Plan) which is unlimited updates \$50.00 paid automatically every month (initial on line)_____

6. Assignment of Project

R Web Designs LLC reserves the right to assign subcontractors to this project to insure the right fit for the job and the project is completed on time.

7. Copyrights and Trademarks

The Client represents to R Web Designs LLC and unconditional guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to R Web Designs LLC included in web pages are owned by the client or client has permission from the rightful owner to use each of these elements. The client agrees to indemnify and hold harmless R Web Designs LLC 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.

8. Copyright to Web Pages

R Web Designs LLC html websites are coded from scratch by R Web Designs LLC. For WordPress content management websites templates are provided through an agreement with a 3rd party. The templates may be used by R Web Designs LLC to build websites for clients only. The templates are

owned by 3rd party therefore; client agrees to not put templates nor html coded templates on a diskette, CD, website or any other medium and offer for redistribution or resale.

Upon final payment of this contract the client is assigned rights to use as a website design, graphics and text contained in the finished assembled website. Rights to photos, graphics, source files, source codes and computer programs are specifically not transferred to the client and the property of their respective owners R Web Designs LLC and subcontractors retain right to display graphics and other web design elements as examples for portfolios.

9. Domain & Web Hosting Renewal

Website packages include 1 year free web hosting starting from the date your website is published. When the 1st year of free hosting expires the Domain Renewal and hosting service for 1 year is \$170.00. If website domain and hosting is not renewed before expiration date client risks interruption in websites use and a \$40.00 late fee will be charged in addition to the \$170.00.

(Initial on line if you do not already have a domain name)

_____ A renewal reminder for Domain & Web Hosting renewal will be e-mailed prior to end of term.

10. Web Hosting Renewal

This option is for clients who already have a domain name purchased prior to R Web Designs creating the website. Website packages include 1 year free hosting starting from the date your website is published. When the year of free hosting expires the web hosting for 1 year is \$120.00. If website domain and hosting is not renewed before expiration date client risks interruption in websites use and a \$40.00 late fee will be charged in addition to the \$120.00.

(Initial on the next line if you already have a domain name and you need hosting)

_____ A renewal reminder for Web Hosting renewal will be e-mailed prior to end of term.

_____ If you already have a domain name and hosting service please initial on the line.

11. Reservation of Rights:

All rights not expressly granted hereunder are reserved to R Web Designs LLC, including but not limited to all rights in sketches, or other preliminary materials. I release R Web Designs LLC from liability for any infringement of any personal or proprietary right. I may have in connection with my website. Liability limits are set at the total cost of my website. This agreement shall be enforced under the laws of the state of _____

Website materials e-mailed by date _____

All Payment request will be e-mailed to your email address _____

50% down payment deposit is required to start _____ Date _____

Website Preview Date (Tentative date) _____

Website projected completion date _____

Remaining balance is due at the time of Website Design approval \$ _____

I/We have read the terms of this contract and agree to the terms of this agreement,

(Client(s)) _____

Date _____

R Web Designs LLC

(Representative) _____ Date _____



Web Design Project Questionnaire

Date _____

Client (s) Name (S)

Business Name

Phone Number

Address

Email Address

Domain Name Options (PLEASE LIST 3)

Domain Name Company

Your Domain Name _____

Domain Name Company website _____

Domain Name Login _____



Other Inspiring Websites

Website Colors

Type of Website

One Page Website (sections)

Logo

Does Client have a logo? _____

Logo services _____

Navigation Links (examples home, about us)



Social Media Links

Facebook _____

Twitter _____

Linkedin _____

Instagram _____

Google+ _____

Youtube _____

Pinterest _____

Vimeo _____

Other _____

Other _____

Other Links



Website Contact Information

Business Name _____

Business Address _____

Contact Phone # _____

Fax Number _____

Email Address _____

E Commerce

Type of Product(s) _____

Product Discription _____

Number of Products _____

Pay Pal Integration _____

Pay Pal Log in _____



Website Package Created

Website Completion Date Goal

Miscellaneous



Web Design Project List

Date _____

Send all Website content to rwebdesigns@outlook.com

Pictures

All pictures need to be clear, good or great quality. Images must be sent in JPEG or PNG format.

All pictures should be taken horizontally at least 1920 px X 1280 px in size.

Video

Videos that are not already hosted on Youtube or Vimeo should be in MPEG 4 format.

Textual Content

All textual content should be printed neatly or typed.

Logo

Company Logo should be in PNG format.

Miscellaneous Items
