

CREATIVE SIMPLICITY WEB DESIGN STUDIO SERVICE AGREEMENT CONTRACT

Part 1: WEB DESIGN SERVICES

- 1.1 You are hiring us as a company for the purpose of designing a website for you that will be published on a hosting and domain account on a 3rd-party Internet Service Provider (ISP).
- 1.2 You authorize us to access your hosting and domain accounts.

Part 2: DEVELOPMENT

- 2.1 While we are creating your website, you can view the work-in-progress on your own hosting site under the folder test.
- 2.2 You will be expected to give us feedback information during the design stages and to tell us what changes to make and where you see the need for them.
- 2.3 You agree that if you have any specific ideas, you will provide these items to us at the beginning of the project.

Part 3: GRAPHICS & PHOTOS—COPYRIGHTS & TRADEMARKS

- 3.1 You guarantee that any elements of graphics, photos, copyrights, or other artwork furnished to us for use in your project are legally yours, are in the public domain, or you have permission from the rightful owner to use each of these elements.

Part 4: WEBSITE MAINTENANCE

- 4.1 This agreement includes minor website maintenance during the months of free-update including minor changes to sentences or paragraphs.
- 4.2 It does not include replacing a large amount of text with new text that will alter the page design layout.
- 4.3 Further, it does not include page design reconstruction, moving information, adding new pages, or navigation structure changes.

Part 5: COMPLETION DATE

- 5.1 Cooperating with us and providing us with your information, in a timely manner, are vital to our ability to successfully complete your website on time.
- 5.2 Therefore, once the project is scheduled to begin, you agree to provide the materials—content photos, artwork, or text—within a reasonable time not to exceed five business days, unless otherwise discussed and agreed upon.

Part 6: PROJECT DELIVERY

- 6.1 The web design project will belong to you, completely, upon full and final payment of our agreed upon fees.
- 6.2 If, however, we have not agreed to an installment payment plan, the final payment for your website project is due 5-business days after completion.

Part 7: PAYMENTS AND PAYMENT SCHEDULE

- 7.1 You agree to pay us the customary advance payment required to start the project.
- 7.2 This FIRST-payment shall be 50% of the total estimated cost of the project.
- 7.3 The FINAL-payment is the balance due for design fees and are to be paid, in full, within 5-business days following our notifying you that the project has been completed—whether you are ready to review the project or not.

Part 8: HOSTING SERVICES

- 8.1 Please remember that your hosting and domain companies charge you every year for their services.
- 8.2 Once your website is completed and turned over to you, it is your responsibility to make certain that your annual hosting and domain renewals are made.

Part 9: ELECTRONIC COMMERCE LAW

- 9.1 You are also solely responsible for complying with any laws, taxes, and tariffs applicable in any way to your website project, its use, or any other services contemplated thereby and herein.

Part 10: COPYRIGHT

- 10.1 We reserve the right to discretely display our logo on your website with the link to our web design studio and to showcase your project on our website as a reference.

Part 11: PLEASE NOTE

- 11.1 The portion you will pay, in advance, in order to begin your website project is to be based upon no less than 50% of the total project estimate.

Part 12: THIS IS OUR TOTAL AGREEMENT

- 12.1 This document constitutes our total agreement.
- 12.2 It may be amended, modified, or changed only by written agreement signed and dated by both sides.

CLIENT'S NAME (COMPANY) AND ADDRESS:

Print Your Name and Title Below:

Your Signature:

Date: _____

CREATIVE SIMPLICITY WEB DESIGN STUDIO
Printed Name of Authorized Salesperson:

Signature: _____

Date _____