

# M. Reynolds, Graphics

## CONTRACT FOR BASIC BUSINESS WEBSITE PACKAGE

**CLIENT:**  
**CONTACT NAME:**  
**ADDRESS:**

**PHONE:**  
**EMAIL:**

### TERMS OF AGREEMENT

The above-named, hereafter known as "Client", is engaging M. Reynolds, Graphics, as an independent Contractor for the specific project of designing a website to be installed on the Client's web space using the Client's domain name.

**1. Basic Website Package** - M. Reynolds, Graphics includes the following in the Basic Website Package:

**E-mail/phone consultation** - Up to 1 hour total general design consultation. Any additional consultation is at standard hourly rate of \$35.00 per hour.

**Website Text** - Up to 500 words per page approximate maximum. A fee of \$25.00 will be assessed for each additional 500 words of text, with a \$25.00 minimum. Text to be supplied in MS Word format on CD or via email. Text that must be typed by M. Reynolds, Graphics will be assessed an additional fee of \$25.00 per 500 words, with a \$25.00 minimum.

**Links -To external pages** - Up to 4 per page. **To internal pages** - included

**Graphics Package includes:** Company logo provided by Client in .jpeg, .bmp or .gif format on CD on all pages. Background using texture or images provided by Client and / or color(s) of Client's choice. Basic navigational menu for sites with multiple pages. One (1) photo per page to be supplied by Client via CD in .jpeg format. Original photos, images and / or artwork that must be scanned in, touched up and / or resized by M. Reynolds, Graphics, will be assessed an additional fee of \$10.00 per image per scan, touch or resize.

**Installation of website on the Client's web hosting service.** Website to be installed on Client's web space using Client's domain name. If Client does not have a web hosting service or domain name, M. Reynolds, Graphics will obtain the web hosting service and domain name for the Client for a onetime fee of \$100.00 in addition to any and all initial, annual and/or monthly fees and / or any and all other fees charged by the companies providing those services. Note that domain name registration and / or web hosting services are separate Contracts between the Client and the companies providing those services, and the Client is responsible for paying any and all ongoing fees for domain name registration and web hosting services. Client will have to provide credit card/checking account info for billing purposes to those services.

**Changes after installation.** Any changes Client asks to be made to the web page(s) after installation of Client's web page(s) to Client's web space will be documented in a separate Contract.

**Site publicity.** Web site will be submitted to whatever search engines are included in web hosting package Client chooses.

# M. Reynolds, Graphics

## CONTRACT FOR BASIC BUSINESS WEBSITE PACKAGE (Cont'd)

**Meta Tags.** Up to 20 keywords may be chosen by the Client.

**E-mail response link.** Four company email links to any e-mail address the Client designates are included.

**2. Web Pages Included.** This website package includes one (1) web page. In the event the Client desires additional web pages, the Client agrees to pay M. Reynolds, Graphics an additional \$175.00 for each additional web page. Additional web pages to include all elements noted above in Basic Website Package, and all fees noted above for additions to first web page shall also apply to additional web page(s).

**3. Standard Hourly Rate/Consultations.** M. Reynolds, Graphics standard hourly rate is \$35.00. This rate shall apply to general consultations, including but not limited to phone calls, emails or person to person conversations regarding Internet education, web page design, editing, graphics services, and helping Clients learn how to use their own web page editor and / or any other software. Time spent on Client's project that is being billed at hourly rate will be listed by date on the Final Invoice to Client, which must be paid before installation of website on Client's web space.

**4. Text.** Client agrees that submitted text is final text.

**5. Web Hosting.** The Client understands that web hosting services require a separate Contract with a web hosting service, and that M. Reynolds, Graphics must be granted access to the web hosting service to build/upload the site.

**6. Completion Date.** The Client must supply M. Reynolds, Graphics with the information needed to complete the website in a timely manner. Completion Date for this website (date the website is to be installed on Client's web space completely and is ready for use), is to be month/day/year. If the Client has not secured web space with a web hosting service and a domain name by the Completion Date above, the website files will be then be delivered to the Client on CD.

**7. Payment of Fees.** Fees to M. Reynolds, Graphics are due and payable on the following schedule: Deposit to equal 50% of Contract Total upon signing this Contract, balance of Contract Total and any additional fees for consultation time is due when the web pages have been constructed according to the Client's original written specifications (SEE ATTACHMENT "A") and are ready to be published to the Client's web space. **NOTE: Balance of Contract Total and any and all additional fees must be paid before website is published to Client's web space or website files are delivered to Client on CD. Minimum deposit amount regardless of Contract Value is to be \$100.**

**8. Warranty** M. Reynolds, Graphics does not warrant that the website will be uninterrupted or error-free. In no event will M. Reynolds, Graphics be liable to the Client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate these web pages or website. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

**9. Copyrights – Artwork, Graphics.** The Client guarantees to M. Reynolds, Graphics that any text, graphics, photos, or other artwork furnished to M. Reynolds, Graphics are owned or duly licensed by the Client.

# M. Reynolds, Graphics

## CONTRACT FOR BASIC BUSINESS WEBSITE PACKAGE (Cont'd)

**10. Copyrights - Web Pages.** Copyrights to the finished web pages produced by M. Reynolds, Graphics are owned by M. Reynolds, Graphics until final payment of this Contract, when the rights will be transferred to the Client in writing, and become the property of the Client. **M. Reynolds, Graphics retains the right to insert a link into the website to M. Reynolds, Graphics website.**

**11. Payment of fees.** Client's website will not be published to the Client's web space until payment is made in full, and any checks used for payment have cleared. Website may be previewed on M. Reynolds, Graphics web space until that time. This ensures that no collection of fees ever proves necessary. Regardless of the place of signing of this agreement, the Client agrees that for purposes of venue, this Contract was entered into in Camden County, NJ, and any dispute will be litigated or arbitrated in Camden County, NJ.

**12. Sole Agreement.** The agreement contained in this "Contract for Basic Website Package" constitutes the sole agreement between M. Reynolds, Graphics and the Client regarding this website.

**13. Initial Payment and Refund Policy.**

The total amount of this Contract is **\$ 250.00.**  
This Contract begins with a **non-refundable** deposit of **\$125.00.**

**CLIENT TO SIGN HERE THAT THE INITIAL PAYMENT AND REFUND POLICY OUTLINED ABOVE HAS BEEN READ AND IS CLEARLY UNDERSTOOD.**

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
NAME (SIGN)

\_\_\_\_\_  
DATE

**14. Progress.** The Client may view the website progress at any time via a link to M. Reynolds, Graphics web space. Client participation in the design and building of their website is encouraged.

**15. Attachment "A"** -This Contract includes Attachment "A", "Website Specifications", an integral part of this Contract, attached and signed by both parties.

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By signing this Contract, both parties hereby agree to all of the terms set forth above.

**AUTHORIZED REPRESENTATIVE FOR CLIENT**

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
NAME (SIGN)

\_\_\_\_\_  
DATE

**AUTHORIZED REPRESENTATIVE FOR M. REYNOLDS, GRAPHICS**

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
NAME (SIGN)

\_\_\_\_\_  
DATE

# M. Reynolds, Graphics

**CONTRACT FOR BASIC BUSINESS WEBSITE PACKAGE (cont'd)**

**ATTACHMENT "A" TO CONTRACT FOR BASIC BUSINESS WEBSITE PACKAGE**

**WEBSITE SPECIFICATIONS**

<b>Client - initials</b>	<b>M. Reynolds, Graphics - initials</b>	<b>ELEMENT</b>	<b>FORMAT</b>	<b>DESCRIPTION / NOTES</b>
		Company Logo		
		Theme or template (optional)		
		Meta Tags		
		Default font		
		Default font color		
		Secondary font		
		Secondary font color		
		Main background color		
		Main background Graphic / Image		
		Secondary background color		
		<b>Page one title</b>		
		Text		
		Graphic / Image 1		
		Graphic / Image 2		
		Graphic / Image 3		
		Graphic / Image 4		
		Link 1		
		Link 2		
		Link 3		
		Link 4		

By signing this Attachment "A", both parties hereby agree to all of the terms set forth in Attachment "A".

**AUTHORIZED REPRESENTATIVE FOR CLIENT**

\_\_\_\_\_  
**NAME (PRINT)**

\_\_\_\_\_  
**NAME (SIGN)**

\_\_\_\_\_  
**DATE**

**AUTHORIZED REPRESENTATIVE FOR M. REYNOLDS, GRAPHICS**

\_\_\_\_\_  
**NAME (PRINT)**

\_\_\_\_\_  
**NAME (SIGN)**

\_\_\_\_\_  
**DATE**