

ABC Web Design

Multimedia – Web Design, Training, Digital Imaging & Photography

Business Owners Name: Address: Phone xxx-xxxx
E-mail Address & Web site go here

Customer
Address
Phone
E-mail

Date: current date

Dear Customer name;

This contract/proposal between ABC Web Design and *Your company* describes the services, costs and delivery dates that will be provided by ABC Web Design in regard to developing a web site.

1. ABC will design and build a website according to our **package pricing costing you \$\$\$\$** which Includes 8-10 web pages, 1 form, one basic flash animation, scanning up to 100 images, one hour digital photography, links, email, search engine optimization and register with 10 search engines (free ones). We will provide you with several designs for your consideration within two weeks, once a design has been approved we will provide you with a working prototype within a week, then depending on quickly we get the rest of the content we can usually complete the site within another week or two.

2. When your site is completed and uploaded to your server, ABC Web Design will register your site with a dozen major search engines and will provide you with the list of registered search engines– the listing only applies to search engines that do not request a registration fee. Note that we will optimize your keywords, however we cannot, nor can anyone; guarantee your ranking on the various search engines. It usually takes about 6-8 weeks before your site shows up on the major search engines we list you with. Some search engines like Google assess the number of links to and from your web site, how often your site is updated and how long your site has been available.

3. ABC web design will include at no additional charge the use of any images in its stock collection of photographs including, landscape, nature, science and wildlife photos – however the use of such photos is restricted to the web site and these images cannot be given away or resold without the express permission of ABC web design. The completed web design, graphics and programming will belong completely to you and your company without any further compensation to ABC Web Design .

ABC Web Design Requirements

After final approval of the web site - In order to upload the web site to the server ABC will need to be supplied with the following information: Host Internet company and contact information.

1. URL of your web site
2. Ftp address from host
3. Ftp user identification
4. Ftp password

If you do not have an Internet host we recommend www.abchosting.com - they charge \$XXX\yr for 2 GB of space and it includes a domain name of your choice. We can set this up with you or you can purchase an account and forward the information package to us.

Approval Process.

There are 3 main stages that require signed or email approval during the development of this project.

1. Initiation of the project and approval of this contract along with a 50% deposit, we then create several designs we send you by email for your consideration. If any of the designs is approved we move onto to phase II. If the designs are not satisfactory we will modify the designs as per your instructions until such time one is satisfactory. Once approved we will build a working prototype.
2. Approval of a working prototype (Phase II) hosted on ABC's server. You will be given a password to access the working web pages and test the various components during development of the web site. If there are any major changes in the overall design they should be indicated by phone or e-mail prior to signing off. After each phase is approved if we need to revisit an earlier phase there could be additional costs. Upon adding content to the website if more then three revisions are required (excluding typographic errors) there may be additional charges applied.
3. The completed web site is posted on ABC's web server in a password-protected area (Phase III). At this point the site should be carefully scrutinized for typographic errors, missing data and any final modifications indicated. Once this phase is approved the site will be uploaded to the clients server, tested again by Science & Art to ensure everything is working.

Time line:

Provided all text and photos have been supplied to ABC Web Design the development of a prototype design will usually be complete within 2 weeks after the initiation of the project. Upon approval of the design a working prototype can usually be completed within an additional 1 or 2 weeks. Upon final approval the site will be up and tested and uploaded usually on the same day. After completion of the web site and uploading to your server, additional modifications or maintenance will be charged at hourly rate \$XX\hr maintenance, time is tracked to the single minute.

Waiver of liability:

You and your company waive ABC company of any liability regarding the content of the web site, including text, photographs, and use of trademarks or brand names supplied for the inclusion of the web site. Please ensure you have purchased the rights to use any images you provide us with. Should any errors in text be found after uploading the web site, ABC Web Design will fix them free of charge for up to one year, but will not be responsible for any financial loss or accidents that might result from such errors.

Consideration

The total cost for the design, programming and development is \$XXX.00 + GST. In order to start on this project we require a XX% deposit. The remainder is due on completion and uploading of the web site. If there are any questions or concerns regarding this contract please let me know (XXX-XXX-XXXX).

Sincerely Yours,

Company CEO or Director
ABC Web Design Company

_____ Date _____

I hereby agree to this contract

NOTE THIS CONTRACT IS ONLY A SAMPLE TO GIVE STUDENTS AND IDEA OF THE KIND OF INFORMATION THAT MIGHT BE INCLUDED –IT WOULD BE WISE TO HAVE A LAWYER LOOK OVER YOUR CONTRACT AND LISTEN TO ANY ADVICE THEY PROVIDE.

Approvals can be made by email – good idea to keep copies of those emails until the project is completed to avoid any misunderstandings.

1) Approval of Phase I - Designs (note approval can be by email – indicating OK to move to next phase)

Several designs will be presented if one of these suits your needs let us know and we will begin to make a working prototype. If none of the designs is suitable, let us know what changes or direction you would like us to go in and we will provide some alternative designs or fine tune one of the designs we sent over for consideration. Once a design is chosen, if we have to revisit the design process after making a working prototype there could be additional costs.

_____ - Date_____

I hereby approve Phase I the design\appearance and authorize Science & Art to proceed to the next phase.

2) Approval of Phase II – Working Prototype.

Following the testing of the web site please make any recommendations for changes or corrections in the design of the web site or if the web site is satisfactory please sign off below or email us.

Comments, concerns or requested changes to the working prototype.

_____ - Date_____

I hereby approve Phase II the working prototype and authorize ABC to proceed to the next phase.

3) Approval Phase III

The client is request to carefully check over the entire web site and program, including careful proof reading of all text, addresses, phone numbers, e-mail and hyperlinks. If everything meets your satisfaction please sign below and ABC Web Design will upload your web site to your host server, check and test it once more. We will then register the site with a dozen free search engines and provide your business with a list of those search engines.

Comments, corrections or changes requested. If there are none please sign below email us the go ahead to upload your web site.

_____ Date_____

I hereby approve Phase III - the uploading of the web site to the host's server.