

Company/Client _____

Address _____

City _____ State _____ Zip _____ Country _____

URL (domain name) _____

TERMS OF AGREEMENT:

1. {Authorization}

RDL DIGITAL is an independent contractor for the specific project of developing and/or improving a website to be installed on the client's web space or logo design. The client authorizes RDL DIGITAL to access this account, and authorizes the web hosting service to provide RDL DIGITAL with "write permission" for the client's webpage directory.

2. {Standard Website Package Elements}

* Words of text supplied by the client (200 words per page approximate maximum if not supplied via email or disc. webpages of more than 1,200 words of text may be subject to additional fees, especially if they require a great deal of formatting).

* Links to external pages, up to an average of 2.5 per page.

* Custom Graphics Package, utilizing company logo on home page as well as other pages, full css (cascading style sheets) design.

* Photos and other misc. graphic images supplied by client.

* Installation of webpages on the client's web hosting service.

* Minor updates and changes to existing webpages for six months, subject to the limits outlined below. Additional changes billed at hourly rate.

3. {Standard Website Packages}

The content of the webpages will be supplied by the client and executed as specified by the client.

This website includes up to [20] webpages. In case the client desires additional standard webpages beyond the original number of pages specified above, the client agrees to pay RDL DIGITAL an additional \$ 5.00 for each additional webpage. Custom graphics or photo editing shall be billed at an additional \$45/hour.

4. {Maintenance and Hourly Rate}

This agreement includes minor webpage maintenance to regular webpages over a six-month period, including updating links and making minor changes to a sentence or paragraph. It does not include removing nearly all the text from a page and replacing it with new text. If the client or an agent other than RDL DIGITAL attempts updating the client's pages, time to repair web pages will be assessed at the hourly rate, and is not included as part of the updating time. The six-month maintenance period commences upon the date the client signs this contract.

5. {Changes to Submitted Text}

Please send us your final text. Time required to make "major" changes to client-submitted text after the webpages have been constructed will be additionally billed at the \$45 hourly rate, and can be broken down into 15 minute increments.

6. {Web Hosting}

The client understands that any web hosting services require a separate contract with that web hosting company. The client agrees to select a web hosting service which allows RDL DIGITAL full access to the website and all files associated with the client.

7. {Completion Date}

RDL DIGITAL and the client must work together to complete the website in a timely manner.

We agree to work expeditiously to complete the website no later than _____.

If the client does not supply RDL DIGITAL complete text and graphics content all webpages contracted for within six weeks of the date this contract was signed, the entire amount of the contract becomes due and payable. If the client has not submitted complete text and graphics content within two months after signing of this contract, an additional continuation fee of 10% of the total contract price will also be assessed each month until the website is advertised.

8. {Payment of Fees}

Fees to RDL DIGITAL are due and payable on the following schedule: 50% upon signing this contract, the remaining 50% when the project(s) have been completed according to the client's original written specifications.

All payments will be made in US funds.

9. {Copyright to Web pages}

Copyright to the finished assembled work of webpages produced by RDL DIGITAL is owned by RDL DIGITAL. Upon final payment of this contract, the client is assigned rights to use as a website the design, graphics, and text contained in the finished assembled website. Rights to photos, graphics, source code, work-up files, and computer programs are specifically not transferred to the client, and remain the property of their respective owners unless otherwise noted.

10. {Sole Agreement}

The agreement contained in this "Contract" constitutes the sole agreement between RDL DIGITAL and the client regarding this website. Any additional work not specified in this contract must be authorized by a written change order. All prices specified in this contract will be honored for six (6) months after both parties sign this contract. Continued services after that time may require a new agreement.

11. {Payment Policy}

The total amount of this contract is \$_____

This agreement begins with an initial payment of \$_____

The remaining portion is due on or before the final completion date. No refunds are allowed.

The undersigned agrees to the terms of this agreement on behalf of the organization or business.

_____ date ____ / ____ / ____
Client Signature

_____ date ____ / ____ / ____
RDL DIGITAL Signature

Checks written to: RYAN LUND

RDL DIGITAL
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