



ECHO DESIGN GROUP

## Website Agreement

You, **Company Name, located at 123 Main Street, Phoenix, AZ 85040** are hiring us, Echo Design Group, located at 55 South Main Street, Suite 306, Naperville IL 60540 to design and build a mobile friendly website with WordPress content management. Listed below are the terms we agree to.

### What do both parties agree to do?

You: You have the authority to enter into this contract on behalf of yourself, your company or your organization. You will give us everything we need to complete the project in the formats we need it. You'll review our work, provide feedback and approval in a timely manner too. Deadlines work two ways, so you'll also be bound by dates we set together. You also agree to stick to the payment schedule set out at the end of this contract.

Us: We have the experience and ability to do everything we've agreed to with you and we'll do it all in a professional and timely manner. We have the authority to enter into this contract on behalf of ourselves. We'll strive to meet every deadline that's set and on top of that we'll maintain the confidentiality of everything you give us. All of the work that we create for you will be original to us and not borrowed or licensed from another party unless we notify you in writing. Lastly, we'll strive to make every experience with us a positive, productive and pleasurable experience. The scope of our project for you is more fully set forth in the proposal entitled "*Lets create something great together*".

### Design

We build designs and responsive layouts that adapt to the capabilities of mobile devices and screen sizes. Our design predominantly uses HTML and CSS so we won't waste time mocking up every template as a static visual. We will use static visuals and/or wireframes to indicate a look-and-feel however. You'll have the opportunity to review our work and provide feedback. If, at any stage, you're not happy with the direction our work is taking, you can pay us in full for everything we've produced until that point and cancel this contract.

### Text content

We're not responsible for writing or inputting any text copy. If you'd like us to write new content or input text for you, we can quote that separately. However, we understand the type of text copy that you will be inputting and our designs and layouts will allow for such inputting.

### Photography or Illustrations

Stock photography or illustrations may be part of our design solution. If any stock images or illustrations are chosen as part of the final solution, we will provide an estimate for purchasing the rights to use the stock photography. You will be responsible for following the terms and conditions set forth by the provider of the imagery. If you supply graphic files to us, they should be in an editable, vector digital format and should be high resolution.

## Changes and revisions

We know from experience that fixed-price contracts are rarely beneficial to you, as they often limit you to your earliest ideas. We don't want to limit your ability to change your mind. The price at the beginning of this contract is based on the length of time we estimate we'll need to accomplish everything you've told us you want to achieve, but we're happy to be flexible. If you want to change your mind or add anything new, that won't be a problem, as we'll provide a separate estimate for that.

## Copyrights

First, you guarantee that all elements of text, images or other artwork you provide are either owned by your good selves, or that you've permission to use them. All work done by us for you will be considered "works made for hire". Then, when your final payment has cleared, copyright will be automatically assigned as follows:

Upon payment in full, you will own the unique combination of these elements that constitutes a complete design. If requested, we'll give you source files and finished. While we're not required to keep a copy, our standard practice is to back up our sites regularly with copies in no less than three locations.

We love to show off our work and share what we've learned with other people, so we reserve the right to display and link to your project as part of our portfolio and to write about it through websites, magazine articles, books, social media or blogs.

## Scope of 'Work

Based upon our discussions and the proposal submitted, we will provide the following:

- A website design and layout concept
- Recommendations for typography, images, call outs, illustrations and other graphic elements
- Front end development which includes implementation of the design and style guide
- A fully functional user interface and navigation for both desktop and mobile
- Links to social media channels
- Responsive web design programming for compatibility with smart phones and tablets
- Integration of WordPress for content management
- Custom built WordPress sections as outlined within the proposal
- Development of a test site for client review and feedback
- Assistance with migrating content from the old site to the new site
- WordPress training for designated team members
- Browser, operating system and mobile device testing
- Modifications to the server to ensure a successful launch
- A project management portal for collaboration with BaseCamp
- Consistent client correspondence via meetings, virtual meetings and electronic communications

## Payments

We're sure you understand how important it is as a small business that you pay the invoices that we send you promptly. As we're also sure you'll want to stay friends, you agree to stick tight to the following payment schedule.

## Payment schedule

- o \$ 7,000 at the beginning of the project
- o \$ 7,000 at the completion of the design stage
- o \$ 7,000 at the launch of the site.

## Acceptance

Although the language is simple, the intentions are serious and this contract is a legal document under exclusive jurisdiction of United States courts. The signatures below shall serve as acceptance of this contract by both respective parties.

Client Representative

Echo Representative

Title

Title

Signature

Signature