

CONTACT NAME: _____	BIZ/MINISTRY: _____
ADDRESS: _____	CITY, St, ZIP: _____ PHONE: _____
PRIVATE EMAIL: _____	CLIENT#: _____ PROJECT #: _____
DOMAIN: _____	BUS. EMAIL: _____

Adhered to in the following renewal /agreement made on 0.0.12 between S. Martina B. Yelverton dba Family First!, and the above listed client (here & after referred to as "The Client") are the subsequent varied stipulations. Usage, ownership of rights, and designed artwork are stipulated as the product and possession of S. Martina B. Yelverton dba Family First! until finalized & otherwise authorized to The Client. Signatures to the following information, fees and conditions are obligatory and binding. Receipt of signed renewal /agreement or deposit/payment of any listed fees with or without signature to the renewal /agreement renders conditions obligatory and binding, and renders refunds void, until a signed renewal /agreement is received. The listed parties agree to:

CREATIVE DESIGN PROJECT SPECS: Creative Design/Web Package Individual Project \$4 Revision Fee \$9 RF \$15

- S. Martina B. Yelverton dba Family First! will **exclusively design, build, and/or update** according to the selection above and/or below for the aforementioned, client to be invoiced via PayPal® &/or remittance via PayPal® or deposit/payments to Family First!.
- Clients are not required to remit payment via PayPal®** (Checks accepted payable to Family First!, Post Office Box 601, Knightdale, NC 27545)
- S. Martina B. Yelverton dba Family First! is not responsible for applicable printing, cutting, or shipping provided by an outsourced vendor; nor will be held liable regarding their stated printing, cutting, and/or shipping return time. It is understood and agreed that the most quality product & quickest return time will be utilized. All efforts will be made to deliver materials in advance of an appropriate turnaround/event time
- NSF/Returned checks incur a \$25 fee, immediate project interruption; Balance plus fees remitted via MO, deposit, or PayPal® prior to project reinitiating.**
- 4 Revision Fee (RF) "The Client" will be assessed & invoiced a revision fee commiserate with any additional updates after initial approval has been received.
- In utilizing outside web hosting services, S. Martina B. Yelverton dba Family First will not be held liable for unfortunate mishaps such as "mainframe crash", "corporation dissolution", etc., or matters solely involving the web hosting company. All materials are backed up & kept for upload to another hosting company at "The Clients" expense. **Please select that you have read, understand, and are acknowledging these three (3) statements.**

CREATIVE/TECHNICAL WEB DESIGN PROCESS – PART1 – DESIGN, DEVELOPMENT, EXECUTION & FINAL PRODUCTION (30-DAY TURN REQUIRES – 1 FULL PMT)

The web building process is based on the following breakdown: Part1 Phases 1-5 which is **an estimated** timeframe solely dependent on the submission of information from the Client, a completed Web Analysis, eMail Approvals, deposits/fees or additional documentation.

Phase 1 – Initial & Subsequent Consultations Establish a Point of Contact (POC) - Info Established - Items to be processed (design attributes, layout, links, etc.) are discussed - Establish: Header Info, Company Info, History, Services, etc. - Discuss site authorization, site maintenance, access, updates, testing, debugging, etc - Revisit deposit, subsequent payments, & payment schedule

Phase 2 – Design & Layout Development Layout development over a **minimum of 2 weeks**; 1 draft for verification per agreement - additional 2 days per layout changes made after this stage - Draft choice verification requires a "eMail approval" before Phase 3

Phase 3 – Layout Finalization, Draft Design & Information Implementation Viewing of progress available at: <http://www.domainname.com/test> (if applicable) - Site production in progress; minimal adjustments may be made (Ex: text, grammar errors, etc.) - Layout changes will increase stated deadline - "Midpoint Assessment" continued site implementation & debugging use

Phase 4 – Preliminary Use of Web Presence Release of **preliminary** site viewing for "eMail approval" - **2 weeks** use for additional corrections, usage errors or broken links, search engine optimization, meta tag generation, form testing, media review, gallery adjustments, etc.

Phase 5 – Web Presence & Publishing Feedback of viewing, accessibility, publishing & semi-public viewing; **full site launch w/ eBlast by client**

Web Presence Package	Hosting/Domain Info	Web Presence Inclusions (Designs separate Agreement)	Rate / Pmt Options		Deposit / Balance/+PPF
<input type="checkbox"/> Parked Page Design (1pg)	1+ Yr Hosting/Domain included in site build Renewed annually via invoice as follows \$75 host/\$15 domain	Logo, Info, eBanner +1 email	\$125	\$125*1pmt	\$50 / \$75*1
<input type="checkbox"/> Adsite Pkg (1-2pgs)		Logo, Info, eBanner, Form, Images, +1 email	\$175	\$175*1 pmt	\$50 / \$125*1
<input type="checkbox"/> Basic Pkg (3-5pgs)		Logo, Info, eBanner, Form, Images, Ppl®, +1 email	\$250	\$250*2 pmts	\$50 / \$100*2
<input type="checkbox"/> Enhanced Pkg (3-5pgs)		Above plus: Counter, Music, Media +1 email	\$325	\$325*2 pmts	\$50 / \$137.50*2
<input type="checkbox"/> *Elite Pkg (5-8pgs)		Above plus: Favicon, Counter, Music, Media +1 email	\$445	\$445*3 pmts	\$50 / \$132*3
<input type="checkbox"/> *Premier Pkg (Unlimited Pgs)		Above plus (Limited revisions thru release)	\$625	\$625*4 pmts	\$50 / \$143.75*4

GENERAL PAYMENTS: RATES, FEE SCHEDULE, & TERMINATION TERMS (A \$85 good-faith non-refundable creative design/web services deposit is generally **required**)

- Site Maintenance / Updates provided by Family First! for a 1yr term; **WSA fees due at a rate of \$25 - \$50** for each 30 day period **or \$65 per month requesting service for a 30-day updating period w/o WSA** as indicated on page 2 (**FYClarity: \$25 - \$50 due w/ WSA or \$65+ for ea month w/o WSA**)
- reDesign of previous/Brand design included based on WSA selection on ea design request (ie Women Flyer to Men Flyer); a .pdf/.jpg for emailing (eBlast) provided & updated on site; **\$15ps on ea new design; Standard rates apply on non-WSA clients**
- Annual Domain Renewal/Hosting** invoiced prior to WSA renewal at a rate of \$15/\$75 for third party use of domain/hosting services.
- Late Payment (LP) beyond the 5th of the month** will increase payment by \$10; **beyond the 15th of the month** will cause project interruption, if interrupted Client will incur a project reset fee (RS) fee of \$25; **Project Balance & RS fees paid prior to reset**
- Client can request an annual contract review** @ 6th mo to assess usability/coverage option; review cancellation will require 7th mo payment to opt out; further updates will require \$65 per mo thru the term of original contract **or** a new annual agreement
- Non-payment 30 days after invoicing** will increase payment by \$15; 60 days increase payment by \$25 plus project termination plus an outstanding balance fee of \$25; Balance +\$50 fees remitted via MO, deposit, or PayPal® prior to project reinitiating. (limited/discontinued future services)
- 30day **written** WSA cancellation **at fault of Family First!** will refund pd WSA thru term; will grace 45-60 days web services to locate additional web manager; no charge to transfer files, domain, emails, etc. to incoming company
- 30day **written** WSA cancellation **at fault of "The Client"** will be refunded 0% prior to 7th mo MMF minus \$75HF pm after 7th mo; will grace 30 days to locate additional web manager; Client must remit \$50 to transfer files, domain, emails, etc. to incoming company **prior to** preparation or release of files

