

CONTACT NAME: _____
ADDRESS: _____
PRIVATE EMAIL: _____
DOMAIN: _____

BIZ/MINISTRY: _____
CITY, ST, ZIP: _____ PHONE: _____
CLIENT#: _____ PROJECT #: _____
BUS. EMAIL: _____

Adhered to in the following renewal made on 1.1.12 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 or deposit/payment of any listed fees with or without signature to the renewal renders conditions obligatory and binding, and renders refunds void, until a signed renewal is received. The listed parties agree to:

RENEWAL OPTIONS: Monthly Site Maintenance (with \$4 RF for changes after posting billed monthly with PayPal fee)

- 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)
DOMAIN PURCHASES ARE NEGOTIABLE; HOWEVER IF PURCHASED THRU FAMILY FIRST! ARE ANNUALLY INVOICED FOR RENEWAL W/ WSRA UNLESS PURCHASED FOR MULTIPLE YEARS.

MEDIA	HOSTING	CREATIVE DESIGN INCLUSIONS	PAYPAL®	TOTAL	BALANCE
<input type="checkbox"/> WSA MAINTENANCE (3) @ \$35	1+ Yr HOSTING/DOMAIN INCLUDED IN SITE BUILD RENEWED ANNUALLY VIA INVOICE AS FOLLOWS \$75 HOSTING/\$15 DOMAIN	2 SS 4x6/eBlast Brand Design (no rollover) add'l Designs, Sizes, Dbl side, etc. \$15ps	\$3.50	\$35*3	\$105 / \$108.50*4PP
<input checked="" type="checkbox"/> WSA MAINTENANCE (6)			\$6.50	\$35*6	\$210 / \$216.50*2 PP
<input type="checkbox"/> WSA MAINTENANCE (12)			\$11.50	\$35*11	\$385 / \$396.50 PP

*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 the above statement. • 3mo option/ * billed Jan/Apr/Jul/Oct • 6mo option/ * billed Jan/Jul • 12mo option 11 mo billing w/ 12mo coverage Jan billing

ON-GOING WEB SERVICES/UPDATING PROCESS & PAYMENT OPTIONS - NOT A REDESIGN - (NO TEMPLATED LAYOUT CHANGES)

- Phase 1 – **Request** via eMail/Fax/Conference Call (may require eMail follow-up) (1-3 days)
- Submission of updates/Notify of add'l time needs
 - 1-2 day Urgent Updates add'l \$15pm/pr** (text must be digitally provided)
- Phase 2 – **Implementation** (3-7 days)
- Updates implemented over 3-5 days
 - Notify of update, request for verification/approval on updated items
- Phase 3 – **Adjustments** (5-6 days)
- Submit for corrections to updated materials
 - \$4 Revision Fee (RF)** assessed with additional update after initial approval
- Phase 4 – **Final** (6-7 days)
- Final posting of updated materials
 - Pursuant to all original Client Agreements: "Any errors for corrections not attributed to the fault of S. Martina B. Yelverton will fall to the expense of "The Client" ..." Client responsible additional revision fees assessed after posting

Web/Ad Site Services is the **updating** of designed site information using HTML, CSS, Java-Script or other Web languages. It is the adjustment of lines, shapes, texture, imagery, media &/or color to comply with ongoing events, programs, etc of the ministry or business. Consistently keeping with the Brand to maintain aesthetically cohesive or striking appearances. It is the work of keeping with the created design of the world wide web which will continue to represent the ministry or business.

GENERAL PAYMENTS: RATES, FEE SCHEDULE, & TERMINATION TERMS

- A \$85 good-faith non-refundable creative design/web services deposit is generally **required**; all deposits or payments are invoiced via PayPal® &/or remittance via PayPal® or deposit/payments to Family First!.
- 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

RIGHTS, USAGE & CREDIT TERMS

- All rights of S. Martina B. Yelverton dba Family First! are reserved as a registered business with the State of North Carolina & the IRS, implied copyright laws apply. All created brand/web presence related items are assumed as the intended use for information and as a support. Any such solicitation for illegal profit is a violation of this renewal, subsequent contractual agreements, and indemnifies Family First! and S. Martina B. Yelverton from all legalities.
- It is understood that it is the intent of S. Martina B. Yelverton dba Family First! to place upon materials in an inconspicuous manner, small notations granting due knowledge of the designer. It is also understood that it is the intent of S. Martina B. Yelverton dba Family First! to utilize the materials for educational purposes, publication to the business website, marketing materials, portfolio/artistry'folio, and to generate additional business

LIABILITY

- All liability is limited to the aforementioned monetary amounts. Should this renewal be presented for legality for any reason without the signatures of all parties or is suspiciously modified, this renewal will be rendered null and void. Any cancellation by the client after initial deposit and "signature approval" fees have been paid is considered deviation, and any deviation without consent and signatures from all parties, voids this renewal /agreement; fees will not be refunded. If final processes have begun, all monies paid will be retained to settle any outstanding services.

DISCLAIMER & AGREEMENT SIGNATURES

- Items created are not a guarantee from Family First! for business, ministry or membership traffic for the client.
- In accepting this renewal affix signatures below in understanding that at that time you have retained the **exclusive Creative Design/Branding or Web Services** of S. Martina B. Yelverton dba Family First!. Should this renewal/agreement be presented for legality for any reason without the signatures of all parties or is suspiciously modified, this renewal/agreement will be rendered null and void. All monies paid will be to settle any outstanding services. These terms complete this renewal/agreement as of 1.1.12 & will not be altered thru 12.31.12, binds, protects, and benefits all parties.

SIGNATURE DATE

Print Client Name AND Business/Ministry Name

SIGNATURE DATE
S. Martina Britt Yelverton - EIN# 26-2301955
PO Box 601 - Knightdale, NC 27545