



SnowBee PC Website Design Contract

I. Introduction

We (SnowBee PC LLC) will always do our best to fulfill your needs and meet your goals, but website design is subjective and we need your help to get it right. The purpose of this contract is to describe, in plain language, what we are each agreeing to and what happens if something goes wrong. You won't find complicated legal terms or large passages of unreadable text. We want you to read and understand the entire contract. We have no desire to trick you into signing something that you might later regret. We want to do what's best for the safety of both parties, now and in the future.

In short

You, _____ (customer), are hiring us (SnowBee PC LLC) located at 149 S. Briggs Street #103-B, in Erie, CO to design and develop a SnowBee PC Basic Business Card Website for the estimated total price of \$_____ (excluding domain registration fees, if applicable). We will begin the design process once you sign this contract and once we receive your down payment and other deliverable described below in the Design and Payment Schedule. We host your website for 1-year (365 days) after the date it is published.

II. SnowBee PC Basic Business Card Website

The SnowBee PC Basic Business Card Website includes 5 web pages with between 2-5 graphics on each page and as many as 3-6 paragraphs of text on each page. In addition, you may also choose any or all of the following features to include on your website:

- 1 contact form/guestbook
- A Google map
- A Public Google Calendar
- An RSVP form
- Links to your social media pages (Facebook, Twitter, Linked-in)
- A search box
- Up to 3 document uploads/or downloadable document links
- A slideshow or a photo gallery with as many as 25 photos
- 2 YouTube Videos
- Up to 20 hyperlinks/buttons to other websites

Don't worry, you don't have to decide which of these items you want to include on your website right now. The SnowBee Website Design Kit provides step-by-step instructions and tips to help you decide. We also offer you opportunities to make revisions before and after the website is published, as described in the Design and Payment Schedule below.

SnowBee PC agrees to provide website hosting for your website for 1-full year from the date that you make your final payment and publish your website. After the 1-year period, you may opt to continue hosting for additional time period at the current hosting rate.

You also own text content, photographs and other data you provided, unless someone else owns them. You do not own the XHTML markup, CSS and other code and you are only authorized to use it on this project. This means that if you discontinue hosting your website with us, you will have all the text, pictures, graphics and data from the website, but not the website design.

VII. Design And Payment Schedule

We are sure you understand how important it is as a small business that you pay the invoices that we send you promptly and agree to stick tight to the following design and payment schedule.

A. Design Initiation Phase

We will initiate design work once we receive all of these items:

- Your Non-Refundable Down Payment of \$250
- Non-Refundable Domain registration fee (if applicable)
- The signed SnowBee PC contract
- Your completed SnowBee PC Website Design Kit
- A high quality Digital (JPG or PNG) copy of your logo (if applicable)
- Digital copies of all high-quality photos, videos, and documents you want to include on the website

B. Phase 1 Revisions Window

Within 2-weeks (14 calendar days) of receipt of the above items and Design Initiation, we will provide you with access to view your website design for the first phase of revisions. You will have 2-weeks (14 days) to provide feedback and notify of us any revisions you want to make. The Phase 1 Revision window ends when you notify us that you have no more revisions, or after the 14-day window passes, whichever occurs first. If you notify us that you do not have any revisions at this time, we will finalize and publish your website within 1-week (7 calendar days) of the end of the first revision phase.

C. Phase 2 Revisions Window

D. Within 1-week (7 calendar days) of the end of the first phase of revisions, we will provide you with access to view the revised website design. You will again have 2-weeks (14 days) to provide feedback and notify us of any revisions you want to make. The Phase 2 Revision window ends when you notify us that you have no more revisions, or after the 14-day window passes, whichever occurs first. If you're not happy with the design at this stage, you will pay us nothing more beyond the initial down payment and domain registration fee (if applicable) and you may either cancel this contract or continue to commission us to make further design revisions at the hourly rate set out in the section below.

E. Final Design Phase

Within 1-week (7 calendar days) of the end of the second phase of revisions, we will send you an invoice for final payment and we will publish your website within 48-hours of receiving payment. We will notify you by email on the day your site has been published. We will host the website for 1-year (365 days) after this date. After the first year, we will invoice you at our current hosting rate if you decide to continue hosting your site with us.

III. What we both agree to do

As our customer, you assert that you have the power and ability to enter into this contract on behalf of your company or organization. You agree to provide us with everything that we need to complete the project including text, images and other information as and when we need it, and in the format that we ask for.

You agree to review our work, provide feedback and sign-off approval in a timely manner too. Deadlines work two ways and you will also be bound by any dates that we set together. You also agree to stick to the payment schedule set out at the end of this contract.

We have the experience and ability to perform the services you need from us and we will carry them out in a professional and timely manner. Along the way we will endeavor to meet all the deadlines set but we can't be responsible for a missed launch date or a deadline if you have been late in supplying materials or have not approved or signed off our work on-time at any stage. On top of this we will also maintain the confidentiality of any information that you give us.

IV. Revisions

We will create designs for the look-and-feel, layout and functionality of your web site, within the limits of the SnowBee PC Basic Business Card Website. We do not want to limit you to your first idea about how something should look, or how it might work and we don't want to limit either your options or your opportunities to change your mind. That's why this contract includes one main design plus the opportunity for you to make up to two rounds of revisions. During each of these 2 revision phases, you will have 14 calendar days to provide us with feedback and revisions. If you're not happy with the designs at this stage, you will pay us nothing more beyond the initial down payment and you may either cancel this contract or continue to commission us to make further design revisions at the hourly rate set out in our Design and Payment Schedule (below).

V. Supported Web Browsers

If the project includes XHTML or HTML markup and CSS templates, we will develop these using valid XHTML 1.0 Strict markup and CSS2.1 + 3 for styling. We will test all our markup and CSS in current versions of all major browsers including Firefox, Chrome, Safari, and IE 9.0 or better. Additionally, our websites use responsive design, so the size changes based on screen size to accommodate mobile browsing.

We will not test these templates in old or abandoned browsers, for example Microsoft Internet Explorer 5.5 or 6 for Windows or Mac, previous versions of Apple's Safari, Firefox, or Opera unless otherwise specified.

VI. Copyrights

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in the web site are either owned by you, or that you have permission to use them. When we receive your final payment, copyright is automatically assigned as follows:

You own the graphics and other visual elements that we create for you for this project. We will give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files that we used in making them.

E. Eligible Post-Publishing Revisions

If you notice a typographical or grammatical error on your site at any point, notify us of the issue by email and we will make the requested change free of charge within 7-calendar days of receiving your email. We will also make as many as 3 revisions or updates (changes) to your site during each year that we host your website. Changes include renaming pages, moving, adding, and revising text or images, updating or changing links, and adding or removing the standard features that are included in the SnowBee Basic Business Card Website.

F. Additional Revisions Hourly Rate

Additional Revisions outside the Phase 1 and Phase 2 revision windows, and post-publishing revisions that are not eligible will be billed at a rate of \$15 per change or \$50 per hour.

VIII. Contract Signature Block

By signing the signature blocks below, you (the customer), and SnowBee PC LLC both assert that we understand, and are agreeing to, the terms, schedule, and pricing described in this contract (the SnowBee PC Website Design Contract).

| | |
|--------------------|------|
| X | |
| Customer Signature | Date |

| | |
|--|------|
| X | |
| Shawne Beeson, Owner of SnowBee PC LLC | Date |

This is the end of SnowBee PC Website Design Contract.