

## Let your website shine!

All Grace-full Roots web sites are professionally designed layouts created with CSS, Photoshop, Fireworks & Dreamweaver.

All website packages include:

- Development website for proofing purposes
- 'Coming soon' temporary home page
- Step-by-step assistance with purchasing a domain name & hosting server
- E-mail account set-up
- Search engine optimization
- Hit counter

### "ALL THINGS GREAT & SMALL" package

Up to three website pages  
\$450 (\$100 deposit)

### "ALL THINGS WISE & WONDERFUL" package

Up to six web site pages  
\$550 (\$200 deposit)

### "ALL THINGS ARE POSSIBLE" package

Up to 12 web site pages  
\$650 (\$300 deposit)

(Optional creative website services can be added to the above packages - see Additional Services. Invoice & deadline will be adjusted accordingly.)

### MATERIALS TO BE SUPPLIED BY CLIENT

All materials must be provided in a timely manner so a reasonable deadline can be met.

- Copy/text to be included in the design
- Photography: scans, original prints, digital files\*
- Artwork: drawings, charts, maps, etc.
- Company logos (preferably in eps format)\*
- Corporate identity rules & regulations

\* Services can be provided by Grace-full Roots, additional fees will be added to contracted total.

### PROCESS & PAYMENT STRUCTURE

- 1 Client will be provided our website questionnaire prior to first design meeting.
- 2 Upon completion of the questionnaire, an initial meeting will be scheduled to discuss site structure, layout ideas, challenges & expectations.
- 3 Deposit & website materials supplied by client are due to initiate project.
- 4 Development site will be created for rough draft & future proofing & editing purposes.
- 5 Final Payment is due upon approval of web site. Services requested after the contract has been agreed upon, will be added to the contracted total & due upon Final Payment. Deadlines will be adjusted, if needed, to accommodate additional requests.
- 6 Hosting & domain name services will be activated and the site will be launched.

### "Reap & Sow" Maintenance Program

After the contracted website has been completed, the "Reap & Sow" Maintenance Program may be implemented upon the approval of the client. After each one complete hour of website maintenance & updates (at the clients request) the client will be invoiced \$50.

### DOMAIN NAME REGISTRATION SERVICES

A domain name is the web address for the web site. All website owners must register a domain name with a domain name registration company\*. We will guide the client in securing & purchasing such. Registration fees are not included in Grace-full Roots packages & invoices. Fees & annual renewal fees incurred from the domain registration company will be managed solely by the client & are not the responsibility of Grace-full Roots. Loss of domain name rights due to client failure to renew domain name is not the responsibility of Grace-full Roots.

### WEB SITE HOSTING SERVICES

A web site host is a company who owns computer servers that connect directly to the internet allowing your site to be accessible by the public. We will guide the client in host account set-up\*. Fees & annual hosting renewal fees incurred from the host company will be managed by solely by the client & are not the responsibility of Grace-full Roots. Loss of web site rights, due to client failure to renew web site is not the responsibility of Grace-full Roots.

\* Grace-full Roots recommends GoDaddy for web hosting and domain name purchasing. If a company other than GoDaddy is requested by the client, the deadline & fees may be adjusted accordingly.

## *Grace-full Roots Website Contract*

### COMPLETION/DELIVERY OF PROJECT

An estimated completion date for the site will be established prior to the start of the project. Any additional charges & services will be billed with the remaining portion of the contacted total. Any alteration or deviation from the above specifications involving extra costs will be executed only upon approval with the client. Any delay in the completion of the project due to actions or negligence of client, unusual transportation delays, unforeseen illness, or external forces beyond the control of the designer, shall entitle the designer to extend the completion/delivery date, upon notifying the client, by the time equivalent to the period of such delay.

### FINAL RESPONSIBILITY

Client will be responsible for final proofing the development site & will be required to state an approval before the site is published. Approval releases the designer from any & all liability in connection with errors or omissions. Such as: incorrect spellings, grammatical changes, addition/removal of photos & text, text & photo updates, addition/removal of pages. Any errors or omissions can be edited & updated under the "Reap & Sow" Maintenance Program.

### REJECTION/CANCELLATION OF PROJECT

The client shall not unreasonably withhold payment for the project. If, prior to completion, the client observes nonconformance with the design plan, Grace-full Roots must be promptly notified, allowing for necessary corrections. Rejection of the completed project or cancellation during its execution will result in forfeiture of payments to the current date & possible billing for all additional labor or expenses to date. All elements of the project must then be returned to Grace-full Roots. Any usage by the client of those design elements will result in appropriate legal action. Client shall bear all costs, expenses, & reasonable attorney's fees in any action brought to recover payment under this contract or in which Grace-full Roots may become a party by reason of this contract.

### RIGHTS OF ARTWORK

- Grace-full Roots retains the right to include website design credit, in minimal, on the client home page.
- Grace-full Roots retains personal rights to use the project & any preliminary designs for the purpose of design competitions, future publications on design, educational purposes & the marketing of the Grace-full Roots business.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Requested Website Package: \_\_\_\_\_