



Jack Smith
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WEBSITE DESIGN & MONTHLY WEBSITE MAINTENANCE AGREEMENT

INITIAL SETUP – (Cost subject to size and content of site)

Includes:

- Transfer of Domain name & hosting (if applicable)
- Securing Domain name (if needed)
- Obtain Hosting
(**Domain Name & Hosting Paid By Customer Direct To Hosting Company**)
- Initial web design, navigation, and graphic setup
- Set up vanity domain e-mail accounts
- Submit website to search engines
- Website maintenance for first 30 days for minor changes and corrections
(**Not To Exceed Initial Web Design**)

Customer must provide graphics and information suitable to construct the web site. Additional charges can apply if I must rebuild, redesign or obtain graphics from other sources or if information from web site has to be continually sought by web designer. All information, graphics, etc. may be emailed to me at jack@webdesignbyjack.com.

Web site design fees must be paid for prior to web site being posted to the public.

DOMAIN REGISTRATION & HOSTING FEES

Domain registration and Hosing are both contracted through a third party. I will set them up for you but the payment for these services is your responsibility.

DOMAIN REGISTRATION FEES:

Domain registration fees will be billed in a two (2) year increment. A reminder will be sent from third party vendor prior to expiration. Web Design by Jack is not responsible for unpaid fees or additional charges incurred by the registrant for failure to pay in a timely manner. Paid Domain fees are non-refundable for any reason.

HOSTING FEES:

Hosting fees will be billed in one (1) year increments (minimum). A reminder will be sent from third party vendor prior to expiration. Web Design by Jack is not responsible for unpaid fees or additional charges incurred by the registrant for failure to pay in a timely manner. Paid Hosing fees are non-refundable for any reason.



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WEB SITE MAINTENANCE:

(After Included 30 Days)

Web site maintenance failure is the last thing you need; a client visits your site witnessing a flashing banner advertisement and dates that were edited three years ago. Your web site needs to look fresh and appear clean and properly organized. You need an internet web site marketing plan.

The need for web site maintenance:

All web sites need to be maintained in order to keep them up to date. Some sites require daily updates while others just need occasional maintenance. Web site maintenance includes revisiting, editing, or otherwise changing the existing pages to keep your web site up to date. The periodic addition of new web pages is also part of maintenance services. Also, the rules by which search engines like Google list sites, change constantly and without updating and taking account of these new rules, a web site can easily become lost in the search engine listings.

Why should I maintain your web site?

Your time will be freed up to run your business instead of spending hours learning how to maintain your site. You will have quick response time for updates and changes to keep your site fresh, and I will monitor your site on a daily basis to assure that it is functioning properly. I will check daily for search engine positioning and optimize as needed for better placement and I will maintain a current backup of your complete web site.

Monthly Maintenance Fees:

(Prices Begin at \$50.00/month)

This service includes revisions to web design and/or informational content.

Revisions include:

- Graphic Changes
- Corrections / Omissions
- Additions or deletions of sub pages
- Email Changes
- News or Updates
- Backups
- Optimization

I am always available to quote other options and possibilities

