



FreeTime Web Design
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Website Development Agreement (SAMPLE)

It is our intent to serve our Clients to the best of our ability. One way we do this is by having a simple, yet clear agreement between FreeTime Web Design and the Client.

This **WEBSITE DEVELOPMENT AGREEMENT** (this "Agreement") is entered into on this 1st day of January, 2012 ("Effective Date") between FreeTime Web Design and ABC Company (the "Client") located at 123 Main St, Anytown, AZ 85000.

These are the terms of our agreement together:

1. Purpose and Authorization. The Client is engaging FreeTime Web Design, for the purpose of developing and/or improving a website to be installed on the Client's web space on a web hosting service's computer. The Client authorizes FreeTime Web Design to access this account, and authorizes the web hosting service to provide FreeTime Web Design with "write permission" for the Client's web space.

2. Website Content. The Client agrees to provide FreeTime Web Design ALL content for the website such as text, images, video and sound in an electronic format. All content is to be arranged by each web page as listed in the Section 10 "Estimated Costs". Client understands that FreeTime Web Design may choose not begin to customize the website until all content is received. If the Client does not supply FreeTime Web Design complete text and graphics content for all web pages contracted for by the Completion Date as listed in Section 13 of the Agreement, the entire amount of the Agreement becomes due and payable.

3. Designated Client Representative. To ensure effective communication and an efficient design process between the Client and FreeTime Web Design, the Client agrees to designate a single representative to work directly with FreeTime Web Design. The representative will ensure ALL content has reached final approval within their organization before submitting the finalized content to FreeTime Web Design.

Designated Client Representative Information

Name: _____

Phone: _____

Email: _____

Changes made to content that has already been submitted by the representative may result in additional charges at a minimum rate of \$50 per hour.

4. Web Hosting. The Client understands that any web hosting services require a separate contract with a web hosting service. The Client agrees to select a web hosting service which allows FreeTime Web Design full access to the website. The Client understands that certain features may need to be activated and/or purchased from the web hosting service in order for the web site to function properly. FreeTime Web Design will work with the Client to ensure the correct hosting features are