

## **Website Design & Maintenance Agreement**

This agreement is between DHAKERIA LITTLE and DR. C. VICTOR HERBIN III/LIMITED TIME UNLIMITED IMPACT, LLC], the Client.

Client is contracting DHAKERIA LITTLE as a provider of web site design and maintenance services. Services not considered 'standard website maintenance' are subject to be charged at a regular hourly rate of \$20/HOUR, and will not be considered part of this contract. The minimum charge for maintenance is \$100/MONTH OR \$500/BIANNUALLY any additional work that is included in this agreement will be charged at \$20 per hour.

### **What IS included in this agreement:**

1. Edit, revise, update or create new textual/minor graphical content.
2. Consultation, and guidance on the use of the web site.
3. Onpage SEO such as Meta tags (title, description, keywords), alt tag, h1, h2, h3.
4. Regular monitoring and updating to ensure impeccable performance across all major browsers due to the fact that not all browsers render sites in the same way.
5. Contractor is here should you need consultation and advice.
6. Monitoring your website functionality to ensure that everything is working as it should and upgrade where necessary.
7. Downtime is highly inconvenient for any website owner and when it happens it is important to have someone on hand to help. Contractor can assist you by liaising with the hosting company to sort out the situation as quickly as possible.

### **What is NOT included in this agreement:**

1. Web site redesign, re-alignment or re-development equalling more than 50% change to web page, web site, web graphics on the website (i.e. 4 graphics on website, and you want 3 changed, there is a charge for anything above 2, meaning 50%)
2. CMS design or integration including but not limited to blogs, shopping carts and web forums. These require a separate design agreement.

### **Total Agreement:**

DHAKERIA LITTLE shall provide Client with minor updates to the web site for a 6 month period. The contract will be paid on a Monthly Basis with the 1st payment due as soon as initial web design is complete and each payment due around the date of initial payment of each month (if paying monthly). **If paying the biannual option, payment will be received at the same time as the initial web design payment: \$1500 + \$500.**

During the duration of this contract, the Client agrees DHAKERIA LITTLE will be the sole provider of maintenance services for the web site, and no other party will have access to or rights to change the web site. If a party other than DHAKERIA LITTLE makes changes to the web

site, any errors that are created and must be repaired will be charged for at the hourly rate specified above. **Minor updates should not exceed more than 50% of the content on any single site page, THE PERCENTAGE TO BE DETERMINED BY DHAKERIA LITTLE.**

**Deadlines & Deliverables:**

DHAKERIA LITTLE will respond to all maintenance requests from Client within 24 hours on weekdays via email or phone, with a confirmation that the request was received, and an estimated completion date for each action item in the request.

DHAKERIA LITTLE will adhere to all quoted deadlines for the deliverables in the maintenance requests at all possible costs. In the event that DHAKERIA LITTLE has any issues in delivering on a quoted deadline, Client will be notified via email or telephone the reasoning for any change with a proposed next and nearest possible date for completion.

**Additional Services:**

Any revisions, additions or redesign Client requests DHAKERIA LITTLE to perform that is not specified in this document shall be considered "additional" and will require separate agreement and payment. DHAKERIA LITTLE shall advise Client on any requested work that falls within these bounds.

**Authorisation:**

Client hereby authorises DHAKERIA LITTLE to access their web hosting account, providing active user name / password combinations for access to the server via FTP, assuring that 'write permissions' are in place on said hosting provider.

**Legal:**

This Agreement shall be governed by and construed in accordance with the laws of the United States, specifically the state in which the client's business is registered, are applicable therein.

Signing this document means you agree to the terms of this document "Web Design and Maintenance Agreement".



2 Sep 2022

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Client Signature

Date



2 Sep 2022

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Contractor Signature

Date