

General Information

Thank you for choosing Totally CG to design your Website. Below you will find the details of your Contract. Please feel free to contact me with any questions. Also find attached the pricing guidelines along with a worksheet for you to supply the details for your Website. Details can be your color scheme, theme, pictures of inspiration, stock images, addresses of websites you would like to emulate, etc..

During our first meeting the goal is to develop an outline of what you envision as your Website. After the consultation please read, sign and return the contract so we can begin the designing process! Please note you will receive a copy of this contract for your records as well.

Pricing Guidelines

Type of Hosting	Monthly	Monthly rate when paying for full year	Monthly rate when paying for 2 full years
Wedding Website	\$14.50 + tax	\$11.00 + Tax	\$9.00 + tax
Simple Blog	\$14.50 + tax	\$11.00 + Tax	\$9.00 + tax
Small Business Site	\$17.50 + tax	\$14.00 + tax	\$11.00 + tax
eCommerce Site	\$21.50 + tax	\$17.00 + tax	\$15.00 + tax
Advanced eCommerce Site	\$30.00 + tax	\$25.00 + tax	\$22.00 + tax

*****Domain Names:** If you currently have a Domain Name registered you can opt to keep it with the provider you signed up with or transfer it to the site your website will be hosted with.

If you choose to keep your Domain Name with the original registrar your cost will be the agreed upon rate for that company.

If you choose to transfer it to the hosting site your 1st year for the Domain Name will be Free. The cost to renew your Domain Name with the provided hosting site is \$16.00/year. This will remain the cost barring the hosting site changing their renewal policies and is out of the control of Totally CG.

*****Design Fee:** The prices for hosting are the base prices for the company we use to host your website. We do not up-charge on these prices. Therefore, we do charge a Design Fee for our work. Our base price for simple website designs is \$250. For more advanced websites we base our prices on complexity. For example, the more pages and details for each page the higher the Design Fee. Please note these prices are 100% negotiable. We are willing to work with your budget as much as possible

Type of Site	Base Price
Wedding Website	\$250 & up
Simple Blog	\$250 & up
Small Business Site	\$350 & up
eCommerce Site	\$450 & up
Advanced eCommerce Site	\$550 & up

*****Website Maintenance:** If you would like us to continuously maintain your Website we would love to help! Our Retainer Fee is \$25.00/month for simple updates to your Website. For more in-depth changes a negotiated fee will be discussed before work is provided. If you would like to maintain your Website on your own we will make sure to transfer the login information to your email account and provide you with a temporary password to be changed upon your 1st login.

Payments

We accept three forms of payment for your convenience; Bank Check, Money Order & Credit Card. Please select which form of payment you prefer in the Client Information section of this contract. We request that 50% of the Design Fee be paid upon delivery of the 1st Milestone, 25% paid with delivery of the 2nd Milestone and the remaining 25% with the final delivery. As for the Hosting Fees, these must be paid in full on the date you would like your Website to officially launch. If you choose a Month-to-Month payment plan please provide the credit card information you would like charged each month with a Credit Card Authorization Form to be provided at time of final delivery.

Refunds

YOUR HAPPINESS GUARANTEED

Please express all design requests and concerns during the agreed upon timeline to ensure everything is addressed before final delivery.

Please review carefully before approving. If we make a mistake after your design approval and delivery we will quickly correct your site and publish the adjustment. If you make a mistake or need changes after design approval and delivery, please let us know and we will be happy to help you correct the mistake at a reduced charge.

Once a payment or deposit is made, it is non-refundable. If a project is cancelled or postponed, all monies paid are retained by Totally CG and if applicable, a fee for all work completed beyond what was already paid for shall be paid by the client. Totally CG reserves the right to disable and/or terminate a user's account if a user is found in violation of these terms. Accounts terminated due to policy violations will not be refunded.

Putting Link to Totally CG in the footer and Adding your site to Totally CG's Portfolio

Totally CG is proud of its work, and will typically add a link to its website in the footer of all client websites. Totally CG may also use an image snapshot of your website with a short description and a link to your website on its portfolio page. If you, or another web developer you've hired, removes this link, you are required to notify Totally CG and your website will be removed from Totally CG's portfolio. Removal of this link also indicates that you no longer wish to have Totally CG perform maintenance on your website in the future.

Design Worksheet

This is a worksheet to help you think through the design process. If you are stumped and don't know what to put down or clueless as to what you want don't worry, I am here to help. You may participate as much or as little as you wish during the design process.

Pages Needed	Yes/No
Home Page	Included
About	
Services	
Contact Us	
Blog	
Online Store	
Gallery	

Additional Pages Needed:

Timeline

Milestones	Date to be sent to client for review	Date revisions to be given to Totally CG
Initial Design w/out client content		
Design w/ client content added (i.e. photos, text, etc.)		
Final Design before delivery		

Notes regarding Timeline : _____

Client Information

Name : _____

Email Address : _____

Address : _____

City, State, Zip : _____

Preferred Payment Method : **Bank Check** **Money Order** **Credit Card**

*****Photography:** When using photos for your website it is important that the images are your own or are released by your photographer. All photos taken by a professional photographer are licensed to that photographer and copyrighted. I do not have the rights to reproduce any image without permission. I have a release for your photographer can sign and send to me before any of these photos are used for your Website. You warrant that you have the right to use the applicable trademarks on your website, if any. You also warrant that all text content you provide to Totally CG for use on your website is original work.

Client Signature

Date

Totally CG Signature

Date