



**ProGraphic
Designs**

www.prographicdesigns.us
STANDARD CONTRACT

This Contract Agreement is made this _____ day
of _____ (month), 20_____. (year), between:

Business Name

("Client"): _____

Having its principal place of business at:

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

E-Mail: _____

www.prographicdesigns.us

Having its principal place of business at: 1003 W. Lea, Hobbs, NM 88240 Email: anchondom@valornet.com

In consideration of design or redesign, and/or build and/or maintain a website for Client, it is agreed as follows:

1. Compensation and Term

The above named Client retains www.prographicdesigns.us agrees to perform the following services: designing or redesigning, and/or building, and/or maintaining a website for Client according to *specifications agreed upon, and detailed at the bottom of this contract, between www.prographicdesigns.us and Client.

Term shall be until the agreed upon website work is completed within the time frame specified, date to begin
Work: _____ Date work is to be completed: _____

Client is solely responsible for supplying website content, authoring, organization, images in file format unless www.prographicdesigns.us is hired specifically for this purpose and it is stated in the agreed upon specifications. If all text and graphics necessary to complete the work are not received www.prographicdesigns.us within 30 days from the date of contract the balance of payment may become due and payable upon request. Any products or services not specified in this contract are not required of www.prographicdesigns.us.

The following fees shall apply:

A). - fee in the amount of \$500.00 plus tax, after initial consultation and before work begins. This fee does not include: the cost of domain registration \$15.00, hosting set up fee of \$25.00, hosting, merchant account, secure online authorization or shopping cart.

B). - fee in the amount of \$750.00 plus tax, (includes Flash, 3d animations restoration of logo or new logo, going to location and taking pictures, documents page), after initial consultation and before work begins. This fee does not include: the cost of domain registration \$15.00, hosting set up fee of \$25.00, hosting, merchant account, secure online authorization or shopping cart.

C).- The building of the web page and maintenance, included in this contract, shall be a monthly maintenance fee of \$35.00 a month or \$300.00 a year paid in advance (\$25.00 a month) "after the web page is completed." Extra work that the client wants in the web page, after the page gets completed, will be EXTRA such as; search engine optimization, beyond the basic submission included herein shall be contracted on the same basis as maintenance.

This web page will consist of a minimum of 5 links or (pages), and a maximum of 9 links or (pages from the home page), thereafter ANY additional services requested by the client will incur additional fees which will be negotiated by the client and www.prographicdesigns.us based on the additional services requested.

Due to the complexity of the design work and the use of copyrighted materials that are the property of www.prographicdesigns.us, only www.prographicdesigns.us can give maintenance to the web page designed by www.prographicdesigns.us. In the event of a contract termination, the web page will be terminated immediately.

Extra services: as a client of www.prographicdesigns.us special prices on posters and business cards will be given.

5000 business cards with art and designs included \$250.00 plus tax (double sided and glossy on both sides).

If it becomes necessary www.prographicdesigns.us will "interrupt, suspend or unpublished" the web page for this client if any monthly fee becomes outstanding, resulting in a \$150.00 late / reactivation fee.

www.prographicdesigns.us agrees to complete this project within the estimated budget, unless client requires additional work or services not agreed upon, or if client requires multiple design drafts or repeated changes which would significantly increase work required www.prographicdesigns.us . www.prographicdesigns.us will not charge any fees in addition to those specified in this contract without first consulting the client and reaching an agreement.

This Agreement shall commence on the date stated above, and shall remain in effect until all obligations under this Agreement have been properly completed.

2. Warranties by www.prographicdesigns.us

www.prographicdesigns.us agrees that it will construct a web page and complete the services required by this Agreement; that it will perform said services; that it has the power to enter into and perform this Agreement. However, Client will not determine or exercise control as to general procedures, formats or sub-contracting necessary to have these services meet Client's satisfaction.

3. Confidentiality

www.prographicdesigns.us recognizes and acknowledges that this Agreement creates a confidential relationship between www.prographicdesigns.us and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is referred to as "Confidential Information."

4. Non-Disclosure

www.prographicdesigns.us Associates agree that, except as directed by Client, it will not at any time during the term of this Agreement disclose any Confidential Information to any person that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matters in its possession or control that are the property of the Client.

5. Grant

Client agrees that any work produced by www.prographicdesigns.us in the performance of this agreement is the exclusive, copyright property of www.prographicdesigns.us. The client also agrees that it will not sell, transfer, publish, disclose or otherwise make the exclusive work of www.prographicdesigns.us available to any third party that is not bound by this agreement without prior written consent form www.prographicdesigns.us. Any rights granted to client under this agreement shall not affect www.prographicdesigns.us exclusive ownership of the copyrighted work.

6. www.prographicdesigns.us agrees to design, build, install, and/or maintain a website for Client according to agreed upon specifications below, including validated HTML, link check, custom graphics, header or logo as specified, all pages and links necessary to display products and/or services of client. www.prographicdesigns.us will provide two months of minor changes and/or updates and up to two hours of consultation for the mutually agree upon fee by the Client and www.prographicdesigns.us.

7. www.prographicdesigns.us will not be liable for any material given by the client that may be copyrighted. In an event that any problems may arise, www.prographicdesigns.us will remove the material upon notice.

*Specifications agreed upon

To be stated on an individual basis:

IN WITNESS WHEREOF, Client and www.prographicdesigns.us have duly executed this Agreement as of the day and year first above written.

Client:

www.prographicdesigns.us

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



NAME ON CREDIT CARD _____

CREDIT CARD NUMBER # _____

EXPIRES _____ - _____

CCD _____