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:

X__ A).- fee in the amount of $ 300.00 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.

X__ B).- The building of the web page and maintenance, included in this contract, shall be on a monthly basis, with a minimum of $ 35.00 a month or $300.00 a year paid at once (after the web page is completed) . Extra work that the client wants in his web page, after the page gets completed. Will be EXTRA. 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), thereafter ANY additional charges will be added, this additional charges will be negotiated based upon additional services requested.

Due to the complexity and copyrighted materials used in the design, only www.prographicdesigns.us can give maintenance to the www.prographicdesigns.us web pages. If contract is terminated, the webpage will be terminated too.

Extra services: as a client, www.prographicdesigns.us will give special prices on posters and business cards.

____ **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) unpublished " the web page for this client if any monthly fee becomes outstanding , resulting in a $50.00 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 **wwww.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 regarding this.

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 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, and 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 agrees 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 whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client.

5. Grant

Client agrees that copyrights to **www.prographicdesigns.us** work product produced in the performance of this Agreement shall remain the exclusive property of **www.prographicdesigns.us**, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without **www.prographicdesigns.us** 's prior written consent. Any rights granted to Client under this Agreement shall not affect **www.prographicdesigns.us** exclusive ownership of the work copyright.

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. This work shall be completed for the above stated fee.

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

www.prographicdesigns.us

Name:_____

Title:_____

Date:_____

Client:

Name:_____

Title:_____

Date:_____

NAME ON CREDIT CARD _____

CREDIT CARD NUMBER # _____

EXPIRES_____-_____ CCD_____