

Your Name
Your Company Name
Phone Number
Your Email Address

Contract Date: 6-24-07
Client Name: Betty Smith
Company Name: Widgets Inc.

Dear Ms. Smith,

This contract outlines the complete scope of work you requested, including objectives, procedures, identification of responsibilities, pricing, and payment terms. Please look it over as it contains all the information previously discussed and will be the basis for guiding the project.

OVERVIEW

YOUR COMPANY NAME will create a 15 page site that is attractive, accessible, and user-friendly, enabling visitors to clearly understand it's purpose while creating an atmosphere where they are comfortable purchasing your products.

PROJECT DETAILS

YOUR COMPANY NAME will create a professional web site for Widgets Inc., consisting of the following details:

- I. Details go here:
 - a. Specifics go here
- II. More details here

DELIVERABLES

After final payment has been received as outlined below, YOUR COMPANY NAME will provide a comprehensive .ZIP file.

PRICING

✓ **Total cost: \$5,000.00 USD**

PAYMENT TERMS

We require a 50 percent deposit in advance for the site's development. This will total \$2,500.00, leaving a balance of \$2,500.00, which will be due upon project completion or August 4th, 2007 whichever comes first.

Work on the project cannot begin until the deposit has been received.

Deposit and balance can be paid with a credit card via paypal (paypal address for payments: YOUR PAYPAL EMAIL ADDRESS) or paid via check (make checks payable to YOUR COMPANY NAME).

If for any reason the project needs to be canceled after the deposit has been made, a partial refund may be given based on the time and resources used at that time.

SITE OWNERSHIP

Once the remaining balance is paid in full and no further fees are due, we will quickly provide the deliverables as detailed above. Prior to this, the site will only be visible in a "draft" location online, allowing you and us to view it anytime while its being built. While the ownership of the site will be yours, we reserve the rights to the format and the organization of the design.

TERMS OF ACCEPTANCE

This contract is time sensitive and is subject to acceptance within 30 days of submission. This contract describes the implementation of a complete set of services and related products. All assumptions inherent in this contract are based on the integrated nature of the project described, and you must acknowledge any modifications in writing. Furthermore in accepting this contract we reserve the right to include this project in our portfolio.

NOTICE OF CONFIDENTIALITY

The enclosed material is proprietary to YOUR COMPANY NAME. All rights therein are reserved.

IN CLOSING

We appreciate the opportunity to service your web design needs and we will remain attentive to your needs before and after the project is complete.

If you choose to accept this contract, please sign below.

If a deposit is required or you are paying via check please mail it to:

YOUR COMPANY NAME
COMPANY ADDRESS
PHONE NUMBER

RESPONSE

By signing below, you state that this contract accurately describes all work requested of YOUR COMPANY NAME.

Accepted by (Signature Required)

Date

If there are any discrepancies in this contract, please do not sign above, but instead contact us by either calling PHONE NUMBER or emailing YOUR EMAIL ADDRESS so that we can more accurately determine your needs.