



**Kayli Online Design Website Design Contract**

This is a contract between *Kayli Online Design* and the client listed below:

<b>First Name:</b>	<b>Last Name:</b>
<b>Email Address:</b>	<b>Phone Number:</b>

**WEBSITE DESIGN:**

- I. Duration:** Time duration varies depending on size of website and/or amount of content (written text, images, etc.). Specific time frame will be discussed with client at first or second meeting.
- II. Payment:** Payment is due upon completion of project. Failure to make payment within 7 days can result in withdrawal of important information such as API keys for updates, plugins, themes and more (such information is required for website to continue working). Payments can be made through Venmo, PayPal, cash, and/or written check.
- III. Additional Charges:** Some additional charges may be required for optional/mandatory plugins and/or add-ons for client website. Client is responsible for such charges. Failure to pay additional charges could result in plugins and/or add-ons breaking.
- IV. Changes:** Unless otherwise noted, additional changes after website completion are currently **\$25 per hour**. Hourly rate subject to change in future. Failure to make payment within 7 days will result in breach of contract and void future projects and/or changes. Monthly maintenance plans also available.
- V. Client Responsibilities:** As mentioned above, client is responsible for any and all additional charges on website (i.e. plugins, add-ons, yearly maintenance or hosting fees). If client suspects malicious malware is on their website, it is their responsibility to contact technical support and/or Kayli immediately. Failure to do so could result in security breaches and further consequences to website.
- VI. Confidentiality:** Unless otherwise noted, all usernames, emails, API keys, and passwords used for the website and any plugins/additional add-ons are to remain confidential between client and Kayli Parks *only*.

**WEBSITE MAINTENANCE:**

- I. Continued Support & Maintenance:** 2 hours of additional technical support (i.e. troubleshooting with web, email, or server issues) and maintenance (i.e. website content changes) is provided free after website launch for a period of **1 month**. (Subject to change at any time.) See section "IV. Changes" in WEBSITE DESIGN above.
- II. Website Changes:** All paid maintenance plans include basic website changes (additional content varies by plan, see pricing guide for more details). Paid plans offer unlimited content changes for up to 2 hours on a month-to-month basis. Once 2 hours has been exceeded, a discounted **\$15 hourly fee** for any new content changes will be charged until plan is renewed.
- III. Renewals/Cancellations:** All paid maintenance plans will be automatically charged and renewed on a monthly basis. All maintenance plans are contract-free and can be cancelled and/or downgraded at any time.

*Last Updated: May 1, 2021*

I \_\_\_\_\_, agree to the terms and conditions listed above.  
(Print Name)

\_\_\_\_\_  
Signature Date