

AGREEMENT

Vendor:
Client Contact(s):

WEB

- I. Service
 - a. Work will be completed entirely at RC and services rendered under this agreement shall be solely as an independent contractor, unless otherwise specified.
 - b. Web files will be maintained on a server. If files are hosted through RC, there is a one time \$65 fee for direct server access.
 - c. Domain/Hosting will be billed directly to RC. If client would like to obtain separate hosting client, RC will provide compressed files for \$65 fee. For an additional cost, RC will move/install the files.
 - d. RC will create a publically accessible tester site during site development. There will be formal releases but clients are encouraged to access site and submit edits whenever possible.
 - e. If the project exceeds 90 days without progress it is subject to cancellation. At that time balance will be determined minus any money already received.
 - f. This agreement recognizes and acknowledges a confidential relationship between vendor and client and that information concerning the client's business affairs are proprietary.
- II. Payments
 - a. Agreed upon deposit of projected services are required before work begins.
 - b. Payment is expected as discussed with the balance due at the time of site release.
 - c. Projects under \$150 will require full payment at the start of the project.
 - d. In the event of the cancellation of this site by the client, a cancellation fee will be required and will include full payment for all work completed, expenses incurred and hours expended. Any initial payments that have been received will be credited against any amounts due.
 - e. Rush projects are subject to rush charges both by RC and/or chosen vendors.
 - f. Domain/hosting packages purchased by RC will be renewed with the client notified via email. Unless cancellation is requested, the fee will be paid and billed to the client. Continuance of domain/hosting package is done at RC discretion.
 - g. If agreed upon, monthly webmaster fees will be auto-debited.
 - h. Security services are recommended for Content Management Systems. RC is not responsible for site hacking. However we will work to get your site back online and corrected with the purchase of our security services.
- III. Deliverables
 - a. Project timelines are valid as long as additional text, images or other supplement materials are delivered in a timely manner by the client
 - b. For an administrative fee, a style guide can be delivered with a listing of the exact colors, fonts, linked images/files, and other project specifics.
 - c. Once the site is published, updates will be made batched or within 72 hours of the request. Requests for copy scrub or editing by RC will be subject to administrative fees.
 - d. RC retain the right to use designs as well as draft layouts for non-commercial use (design competitions, marketing materials, etc.)
 - e. RC will retain the rights of any stock photos used.

Ebony Kenney (Ripefruit Creative):

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Date: _____

Date: _____