



Website Design Contract Agreement

_____		_____	
Contract Date	Big Biz Box Representative		

Business / Organization			

Billing Address	City	State	Zip

PRIMARY Contact Name	Title		

PRIMARY Email Address	Business Phone		

Authorized Signature			

Marketing Product:	Product Rate:	Total:
Website Design		
Landing Page	___ \$499 OR (\$49/mo x 12 mo)	\$ _____
3 Page Information / Client Acquisition	___ \$799 OR (\$79/mo x 12 mo)	\$ _____
Retail / Commerce / Specialty	___ Ask for pricing	\$ _____

Custom Website Design, Hosting or Additional Services Available Upon Request

Contract Term: ___ Monthly ___ Annual (Automatic Renewal)

Checks Payable To: Big Biz Box

Method of Payment: ___ Check Enclosed # _____ ___ VISA ___ MC ___ Discover

_____	_____	_____	
CARD NUMBER	EXP DATE	3-DIGIT CODE	
(SAME AS ABOVE)			
_____	_____	_____	
Billing Address	City	State	Zip

AUTHORIZED SIGNATURE FOR CARD



Website Design and Hosting Agreement

CONTRACT DATE _____

Business / Organization _____

Process of Website Development, Hosting and Service:

Big Biz Box will create and host a custom website with colors, fonts, and general content created in consultation with the client. We use "drag and drop" templates to initiate creation and allow clients to offer instruction about specific elements of the site. Wordpress or other customized templates to be determined upon consultation with the client will be used in the initial creation process, and the final site will utilize HTML 5 coding, SEO and mobile functionality.

A timeline will be established for site completion, outlining specific goals and budget for the project. An invoice will be prepared and deposit paid by client for completion of the project.

Once preliminary information is formatted we create a link for the client to offer instruction about specific changes and updates.

Client will be responsible for providing either a: URL domain hosting login or b: payment for URL domain hosting fee.

Once connection with URL domain is completed, Big Biz Box will make requested adjustments, add additional content and submit a "live" link that demonstrates the basic function of the site for the clients' eyes only.

After review of the basic site, we work with the client to complete the specific pages to be added, features (like online ordering) or other services to be created, and the full website is submitted as a "live" site for approval. (Most businesses allow staff or other persons to view the site in order to provide a preliminary evaluation.)

Once approval is given by the client, we complete 20+ hours of HTML coding, SEO links, titles, branding, and linking to social media or other specifications required by the client. (Because this is labor intensive work, we don't complete this work until all steps above are completed and approved.)

We continue to update the site until the client is satisfied and ready to promote the site and make it "public."

Big Biz Box is committed to making sure our websites become a vital link between our clients and their customers. Once engaged in a contract, we will remain available to post new information, fresh content, links, additional pages or services, as an ongoing partner with our client; OR we will provide site management for the client as outlined in our invoice, to be attached to this document.

Website design is proprietary to BFDS and is to be used only for the business for which it was designed as described in this contract.

Deposit

(1) **Initial: DEPOSIT COLLECTED** _____

A minimum deposit of 25% of the total annual agreement for website design and service is to be collected at contract inception.

Minimum contract

I agree to host my new website for a minimum of 1 year with Big Biz Box. If my business fails to complete the annual agreement I understand I will lose any pre-paid monies or deposits, and may be charged a minimum \$400 design / hosting fee by Big Biz Box.

(2) **Client Initial** _____

Estimated date of website completion _____

Authorized Company Representative _____ Title _____

Date _____ (3) **Signature** _____