



DAYLE SHEEHAN
WEBSITE + SOCIAL MEDIA CONSULTING

Polished,
Professional +
Tailored to Your
Brand

Terms

1. Payment #1: Deposit/Booking: 50% of total*
2. Payment #2: Remaining 50% upon project completion*

If any phase of the assignment is delayed for longer than 30 days (by client) you will be billed for work completed. If this proposal meets with your approval, please indicate by signing on the last page. If you have any questions please contact me, anytime.

Please be advised that revisions are included in the cost and are considered to be small changes. If changes are substantial you will be billed at my hourly rate of \$100/hr. If a redesign is required, a new proposal will be written to define the scope of work. I will also require you to sign off on this new proposal prior to the new work being completed. I will consult with you before any new work or changes happen.

Also note that delays such as not providing information in a timely manner, changes in the scope of work, or other unforeseen delays beyond my control may increase costs.

Thank you for the opportunity to work with you. I am thrilled to help you build something that speaks to your company values!



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1.0 Services Rendered

WEBSITE DESIGN

We'll deliver a {proposal_name} After the design is approved we'll teach you how to use the website on your own. Or you can access hourly technical support for a rate of \$100/hr.

2.0 Mutual Cooperation

We agree to use our best efforts to fulfil and exceed your expectation on the deliverables listed above. You agree to aid us in doing so by making available to us needed information pertaining to your website and to cooperate with us in expediting the work.

3.0 Charges for Services Performed

Requests above and beyond those listed in the budget may be considered out-of-scope and an amendment to the budget will be recommended. Projects that go dormant for longer than 45 days will incur a fee to resume work at the discretion of Dayle Sheehan Website + Social Media Consulting.



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4.0 Terms of Payment

4.1 BILLING SCHEDULE

We're sure you understand how important it is as a small business that you pay the invoices that we send you promptly. We're also sure you'll want to maintain a positive working relationship and keep the project moving forward, so you agree to stick tight to the following payment schedule.

The total budget for this project:{total}

Dayle Sheehan Website + Social Media Consulting will invoice {client_contact_first} {client_contact_last} for fifty per cent (50%) of the initial fees at the point of this signed contract agreement which will act as the deposit. The remaining 50% will be billed when the project is launched.

4.2 CLIENT AGREEMENT TO PAY

You agree to pay our initial (1st) invoice upon receipt which will act as a deposit for the project. Every invoice after that will have 15 day payment terms. In the event payment is not made within 15 days, Dayle Sheehan Website + Social Media. will charge a late payment fee of 1% per month on any overdue and unpaid balance not in dispute, to cover the manpower, interest, and other costs Dayle Sheehan Website + Social Media Consulting pays for carrying overdue invoices from {client_contact_first} {client_contact_last}. In addition, Dayle Sheehan Website + Social Media Consulting reserves the right to stop work until payment is received.



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5.0 Responsibilities of Dayle Sheehan Website + Social Media Consulting and {client_contact_first} {client_contact_last}

5.1 DAYLE SHEEHAN WEBSITE + SOCIAL MEDIA'S RESPONSIBILITY FOR RELEASES

We shall obtain releases, licenses, permits or other authorization to use testimonials, copyrighted materials, photographs, artwork or any other property or rights belonging to third parties obtained by us for use in performing services for you (If applicable).

5.2 CLIENT RESPONSIBILITY FOR RELEASES

You guarantee that all elements of text, images, or other artwork you provide are either owned by your good selves, or that you have permission to use them.

5.3 CLIENT RESPONSIBILITY FOR ACCURACY

You shall be responsible for the accuracy, completeness and propriety of information concerning your products and services which you furnish to us verbally or in writing in connection with the performance of this Agreement.



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6.0 Confidentiality

{company_name} acknowledges its responsibility, both during and after the term of its appointment, to use all reasonable efforts to preserve the confidentiality of any proprietary or confidential information or data developed by {company_name} on behalf of {client_contact_first} {client_contact_last} or disclosed by {client_contact_first} {client_contact_last} to {company_name}.

7.0 Payment for Non-Cancelable Materials?

7.1 SEVERABILITY

Any non-cancelable materials, services, etc., we have properly committed ourselves to purchase for your account, (either specifically or as part of a plan such as modules, photography and/or external services) shall be paid for by you, in accordance with the provisions of this Agreement. We agree to use our best efforts to minimize such liabilities

8.0 General Provisions

8.1 GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the Province/State of STATE/PROVINCE.



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8.2 REPRESENTATIONS AND WARRANTIES

The parties each individually represent and warrant that each has full power and authority to enter into this Agreement and to perform all of their obligations hereunder without violating the legal or equitable rights of any third party.

8.3 ENTIRE AGREEMENT

Except as otherwise set forth or referred to in this Agreement, this Agreement constitutes the sole and entire Agreement and understanding between the parties hereto as to the subject matter hereof, and supersedes all prior discussions, agreements and understandings of every kind and nature between them as to such subject matter.

8.4 SEVERABILITY

Any non-cancelable materials, services, etc., we have properly committed ourselves to purchase for your account, (either specifically or as part of a plan such as modules, photography and/or external services) shall be paid for by you, in accordance with the provisions of this Agreement. We agree to use our best efforts to minimize such liabilities immediately upon written notification from you. We will provide written proof, upon request of the {client_contact_first} {client_contact_last}, that any such materials and services are non-cancelable.

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any present or future law, then that provision will be fully severable. In such instance, this Agreement will be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement, and the remaining provisions of this Agreement will remain in full force and effect.