

Website Design Agreement & Sign-Up Form

This work agreement is intended to set forth the terms for this website design/re-design project. If these terms are acceptable to you, please sign below and return either by fax or mail to Lirva Productions.

Billing: To begin working on your website a non-refundable deposit of \$375 is required to cover the costs of web hosting, initial design and set-up. The remaining balance is due upon receipt of the invoice. Lirva Productions reserves the right, without liability, to remove web pages from the Internet if outstanding balances are not paid. All payments must be made in Canadian funds payable to Lirva Productions. If paying by cheque, the Client agrees that should your bank return your cheque for any reason, you will be liable for any additional fees incurred by Lirva Productions. Web hosting and domain name registration is a yearly recurring fee. The Client agrees to reimburse Lirva Productions for 3rd party services such as web hosting, domain name registration, photographs or software.

Website Content: The content of the web pages will be supplied by the Client. If no content is available, we can use printed materials such as a brochure or flyer to get started. Should the Client desire additional web pages beyond the original number agreed upon, the Client agrees to pay Lirva Productions for the web pages at the current rate.

Copyrights and Trademarks: The Client unconditionally guarantees that the text, graphics, photos, designs, trademarks, or other artwork furnished to Lirva Productions for inclusion on the web pages are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Lirva Productions from any claim or suit arising from the use of such elements furnished by the Client. Copyright to the finished web pages produced by Lirva Productions is owned by Lirva Productions. Upon final payment, the Client is granted rights to use the website. Rights to the web design template such as psd files, photos, graphics, source codes, software created to run the website, are not transferred to the Client; they remain the property of their respective owners. The Client may however, purchase the web design template (PSD file) at a negotiated price.

Inspection and Testing: Although Lirva Productions strives for accuracy, unintentional errors may occur. The Client agrees to thoroughly proofread, inspect and test the web pages to ensure that the final product is to their satisfaction. Lirva Productions will not be held liable for any typos or omissions.

Internet Service: Lirva Productions does not guarantee that the Website will be uninterrupted or error-free. In no event will Lirva Productions be liable to the Client or any third party for any damages, including, but not limited to, service interruptions, the Hosting Service or any other circumstances beyond our reasonable control, any lost profits, lost savings or other incidental, consequential, punitive, or special damages arising out of the operation of or inability to operate this website, failure of any service provider, of any internet servers, you or your site visitor's computer or internet software.

Website Updates: As part of our service, Lirva Productions manages the updates of your website. The Client agrees to pay Lirva Productions for updates to their website and will be billed the 1st and 15th of each month, unless otherwise specified.

Final Agreement: This document constitutes the entire agreement between both parties. I, the Client, agree to make payment to Lirva Productions for services rendered. The Client understands that this website design agreement may be updated from time to time without notice.

I, _____, have read, understood and accept this agreement.

Please Print Your Name

Please Sign Your Name

Date

Client & Website Design Information

Business Information

Contact Name:	_____
Company:	_____
Address:	_____
City/Town:	_____
Province:	_____
Postal Code:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

Describe Your Business

Write a brief description about your company and what product or service you offer and what you would like customers to gain from your website.

Is this a new design or redesign?

New Design

Redesign

Domain Information

If you have a domain name, please provide the following information.

Your domain name is something like this: **www.mywebsite.com**. Domain names are registered yearly.

Domain Name: _____

Username: _____ **Password:** _____

If you do not have a domain name, list your choices below. Please list them in order of importance.

If you need help choosing a domain name, we can help.

1. _____

2. _____

3. _____

4. _____

Design and Layout

What colours would you like for your website.

1. _____

2. _____

3. _____

4. _____

Are there any websites that you like? If so, please enter the URLs below.

1. _____

2. _____

3. _____

4. _____

Please describe what you like about the websites you have listed above.

How Does Billing Work?

This is a brief overview of how our billing works:

There are at least 3 things needed to build a website, they are web hosting, a domain name and a web design company.

1. **Web Hosting** is like a rental unit. In order to live in the unit you must pay rent. With web hosting you pay a yearly recurring fee to a company that stores your website pages on the internet and displays them when requested by the user. You will receive a reminder when this fee is due.
2. A **Domain Name** is like an address, when customers want to find you on-line they enter your domain name. Domain Name registration is also a yearly recurring cost. You will receive a reminder when this fee is due.
3. A **Web Design Company** builds your website for you. You supply the raw materials and they assemble them onto graphically pleasing, easy-to-read web pages.

Your initial invoice will include the cost of the web design package you choose, your first year of web hosting and domain registration. After the website is completed, you will be billed only when you make updates, and when your web hosting and domain registration needs to be renewed. We bill on the 1st and 15th of each month, unless otherwise specified.

What We Need From You?

We need the following to commence work on your website. If you are re-designing your website some items are not required:

- We need this package to get started. Please remember to sign and date the first page. (*You can keep a copy for your records.*)
- A copy of your brochure, if you do not have any content for your web pages.
- Typed content for your web pages.
- Photos, if you have any.
- Your company logo if you have one available. (*Please note that Lirva Productions can design a logo for you if you do not have one. Please contact us or visit our website for pricing.*)
- Your deposit as indicated under "**Billing**" on the first page. Payments must be made in Canadian funds payable to Lirva Productions.

Search Engine Optimization (SEO)

We build your website with the basics that is needed for SEO. It's important to get your website on-line as soon as possible so that search engines can start to index it. SEO is an on-going process, and there are no guarantees that these efforts will make your site climb higher in the search engine rankings. However, they will not hurt your search engine ranking. In the long term, these efforts should be beneficial to your website.

- **Pay-Per-Click (PPC).** PPC are AdWords ads that are displayed along with search results when someone search using one of your keywords. With adwords you can maintain a budget that YOU are comfortable with.
- **Update Your Website Regularly.** Sites that are updated regularly are indexed more frequently by Search Engines.
- **Consider Link Exchange.** It's the process of exchanging links with other sites. It's used to help generate traffic and promote your website.
- **Get On-line Quickly.** The age of a website is an important factor according to many SEO professionals.
- **Submit Your Website** to free and paid search engine directories. We submit sites to the large free directories such as Google, Yahoo, and DMOZ.
- **Market Your Website** by adding your website address in your email and on ALL your marketing materials.

Visit our website at www.lirvaproductions.com for more information.