

The =====client ===== will hereinafter be referred to as 'Client'.

Maintenance Retainer: \$ 60.00 per month; payable via credit card. Includes regular WordPress maintenance only: Upgrades to WordPress application, basic themes, and plug-ins, together with monthly backup procedures for crisis recovery.

Cancellation: Either party may terminate this agreement in writing with 30 days written notice.

Review/Renewal: This agreement is a rolling, month-on-month, renewal by payment arrangement. Jay Designs reserves the right to review pricing yearly.

Maintenance Completion: Monthly maintenance will be scheduled and backup files secured. These can also be deposited in client DropBox folder for ease of access if requested.

Estimate: An hourly rate estimate can be provided for site content changes, details to be agreed & accepted prior to commencement of work.

Site Work: Any requests for small ad hoc site content changes will be addressed in a timely manner, normally within 3-4 business days. Work completed will be invoiced in 15 minute minimum increments. Requests for immediate/urgent updates will be considered on a per instance basis & quoted accordingly.

Revisions: Work requested by the Client and performed by Jay Designs, in addition to that specified in any estimate initially, will be considered an addition and will be invoiced accordingly. Any major site content update, significant review, or site re-design will be estimated & agreed upon in advance.

Payment: Payment for any ad hoc maintenance will be come due and will be made to Jay Designs upon receipt of invoice. Should payments be delayed more than 15 days from date of invoice, a 10 percent penalty fee will be added.

Legal Default: Should the Client default on payments due, Client shall be responsible for all resulting legal, or collection services fees.

Concept Integrity: Jay Designs will make every effort to maintain the concept integrity of the Website as envisaged by the original designer, working within the confines and requirements of platform/software/ server restrictions.

Nature of Copy: Client agrees to exercise due diligence in it's direction to Jay Designs regarding preparation of materials and media, and is responsible for all trademark, service mark, copyright and patent infringement clearances.

Acceptance

Signature - Print Name - Company - Date