

Please
initial all
clauses

2017

Prepared for _____, hereinafter be referred to as Client.

Maintenance Retainer: \$89.00 per month; payable via credit card. Includes regular WordPress maintenance only: Upgrades to WordPress application, basic themes, and plug-ins, security monitoring together with monthly backup procedures for crisis recovery.

Regular Site Maintenance: Monthly maintenance will be commenced and scheduled, and backup files taken as at date agreement is received. Backup files can be deposited in a client DropBox folder for ease of external access if requested.

Errors & Omissions: Jay Designs Inc is **NOT RESPONSIBLE** for website integrity or any site failures following WordPress, Theme and/or Plugin updates. Client is responsible for costs of remediating such issues.

Site Content Updates: An hourly rate estimate can be provided for site content maintenance. Requests for immediate/urgent updates will be considered on a per instance basis. 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.

Payment: Payment for any ad hoc additional 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/hosting server restrictions.

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

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 annually.

Acceptance

Signature - **Print Name** - **Company** - **Date**