

# Website Development Agreement

*One-Time Project*

## 1. PARTIES

This agreement is entered into between:

**Service Provider:** Frank Lin

**Client:** [Client Business Name / Owner Name] (“Client”)

**Agreement Date:** \_\_\_\_\_

## 2. SCOPE OF WORK

The Developer agrees to develop and deliver a website for the Client based on the package selected below.

**Package selected (check one):**

**Template Package** — Client selects from three (3) pre-designed templates. Site layout and structure follow the chosen template, with styling adjusted to match the Client’s brand.

**Custom Design Package** — A fully custom website designed around the Client’s brand.

**Included in either package:**

- Website built from the chosen template or custom design, using Client-provided content (text, photos, hours, contact info, etc.)
- Mobile-responsive design
- Up to 3 pages (e.g. Home, Menu/Products, About)
- Basic SEO setup (page titles, meta descriptions)
- Google Maps embed (if applicable)

**Not included in this agreement:**

- Domain purchase or ongoing hosting (Client’s responsibility — see Section 7)
- E-commerce / online payment processing
- Ongoing maintenance or updates after delivery
- AI chatbot integration (available under a separate agreement)

## 3. REVISIONS

This project includes two (2) rounds of revisions at no additional cost.

- A revision round is defined as a consolidated list of changes submitted in a single message or document.
- Additional revision rounds beyond the two included will be billed at \$50/hr.
- Revisions must be requested before the final handoff. No revisions are included after files are delivered.

## 4. PAYMENT

**Total Project Fee (based on package selected):**

| Package               | One-Time Fee | Payment Schedule                  |
|-----------------------|--------------|-----------------------------------|
| Template Package      | \$850        | \$425 deposit + \$425 on delivery |
| Custom Design Package | \$1,500      | \$750 deposit + \$750 on delivery |

Payment Schedule: 50% deposit due before work begins; 50% final payment due before file delivery.

Accepted payment methods: [Venmo / Zelle / PayPal]

Work will not begin until the deposit is received. Final files will not be delivered until the balance is paid in full.

## 5. DELIVERY & TIMELINE

### Estimated delivery of initial draft (business days from deposit received):

Final files will be delivered as a compressed folder (.zip) containing all website files.

Client is responsible for publishing the website using the instructions provided by Developer.

## 6. OWNERSHIP

Upon receipt of full payment, the Client owns the website files outright. The Developer retains no ongoing rights to the website.

The Developer may display the website in a professional portfolio unless the Client requests otherwise in writing.

## 7. DOMAIN & HOSTING (CLIENT RESPONSIBILITY)

This agreement does not include domain registration or web hosting. The Client is solely responsible for:

- Purchasing a domain name (recommended: Namecheap.com, approx. \$10–15/year)
- Setting up a hosting account (recommended: Netlify.com — free tier available)
- Publishing the website files using step-by-step instructions provided by Developer

Developer will provide a written guide walking the Client through the full publishing process.

## 8. CLIENT RESPONSIBILITIES

Client agrees to:

- Provide all content (text, photos, logo, menu, etc.) within 5 business days of signing
- Respond to Developer feedback and questions within 3 business days
- Review and approve or request revisions within 3 business days of each draft

Delays caused by the Client may push the delivery timeline accordingly.

## 9. CANCELLATION

If the Client cancels after work has begun, the deposit is non-refundable.

If the Developer cancels for any reason, the full deposit will be returned to the Client.

#### **10. LIMITATION OF LIABILITY**

The Developer is not responsible for any business losses, downtime, or issues arising from third-party hosting or domain providers. The Developer's total liability under this agreement shall not exceed the total amount paid.

#### **SIGNATURES**

By signing below, both parties agree to the terms of this agreement.

Client name: \_\_\_\_\_

Client signature: \_\_\_\_\_

Date: \_\_\_\_\_

Service provider: Frank Lin

Signature: \_\_\_\_\_

Date: \_\_\_\_\_