

# TrimVentures Website Maintenance Agreement Form

## Client Information:

Company \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ FAX \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Current Website \_\_\_\_\_

**Authorization:** The above-named Client (hereinafter referred to as "Client") is engaging TrimVentures Web Design, as an independent contractor for the specific purpose of MAINTAINING a World Wide Web site (herein after referred to as "the Website") to be published on the Client's account. The Client hereby authorizes TrimVentures to have "full access" to the Client's hosting account via FTP (File Transfer Protocol) to upload the necessary changes.

User Name: \_\_\_\_\_ Password: \_\_\_\_\_

**Pricing Details:** Select from the available pricing and payment details: Select one.

**Monthly:** \$65 per hour. There is no limit as to the amount of hours billed each month to allow for flexibility in amount of changes needed. When no changes are made, the client will not be billed. The client will be billed on the last day of every month via PayPal invoice or by email invoice to be sent back by mail according to Client's preference. Select one now:

Pay via PayPal Invoice                      OR                       Pay with Check

**Yearly: Prepaid:** \$700 per year. Saving you \$200! Approximately \$58 per hour. Prepaying guarantees 12 hours of work for the entire year. The Client may use 1 hour per month or several in one month and none the next from the date of signing this Maintenance Agreement Form. Using over 12 hours in one year the Client will be billed \$65 per hour thereafter.

**Web Site Maintenance:** This agreement allows the maintenance to the above listed website only including these available changes:

INCLUDES:

- Keeping the homepage fresh for return customers
- Products/Services changes and additions
- Updates to your calendar or events lists
- Add breaking news or upcoming events
- Add photos, graphics, graphs and charts
- Text re-writes and improvements (deleting old information)
- Testing and fixing links and page upload time
- Updating Email information (forwarding)

DOES NOT INCLUDE:

- The creation of new pages, page swapping, or the deletion of major page content and replacing with all new content. (Adding new pages will be billed according to current per page price.)
- Redesigning the layout of the website (backgrounds, headers, sidebars, etc.)
- Repairs after attempted updates by Client

The undersigned hereby agree to the terms, conditions and stipulations of this agreement on behalf of his or her organization or business.

On behalf of the Client (authorized signature):

\_\_\_\_\_ Date \_\_\_\_\_