

STATEMENT OF WORK

Website Development:

- ❖ All content is to be provided by the client.
- ❖ Can contain pictures, videos and text.
- ❖ Social media links can be included. Social media is administered by the client.
- ❖ Client purchases the domain name. [unless already owned]
- ❖ Site will be hosted by WIX.
- ❖ Client purchases a web-hosting package of their choice via Wix.
- ❖ Client is responsible for the yearly renewal of their domain-name and website.

Client Property:

- ❖ Any videos, pictures, text will be used only for the purpose of the clients website.
- ❖ Site will be **designed** and **published** with only the written information received from the client.

Services:

- ❖ Site will be completed within 30 days after all information is received from the client. Weekly draft site links will be sent to the client to view the progress.
- ❖ Monthly edits of the **existing** pages for 2 months.
- ❖ **Additional** pages beyond the initial design is \$125.00 ea.
- ❖ Training will be provided on how to make changes and/or update the website independently.

Initial Design Requirements:

- ❖ Description of the content
- ❖ Express the feel and design envisioned, including fonts, colors, placement of items.
- ❖ High resolution photos
- ❖ All moves, adds or changes [MAC] are to be submitted via a Google sheet specifically created for the client.

Accountability

- ❖ A detailed breakdown of the time worked and services performed will be documented.