

DISCOVERY CLIENT INTAKE WEB DEVELOPMENT SERVICES



Simple & Static
Web Development

Client Information

Name : Phone :
Email : Occupation :

Business Information

Business Name : Email :
Domain Name : Phone :
Current Hosting Service (if applicable) :
Industry : ☐ Hospitality
☐ Service ☐ Education
☐ Retail/Sales ☐ Other _____

Goals/Expectations

Brand Color(s) : Brand Font(s) :

Content Responsibility

Client is to provide any desired **Brand Colors, Fonts or Images**

Deadline for submission: ____ / ____ / ____

Signature : _____ Date : _____

WEBSITE DESIGN & DEVELOPMENT AGREEMENT



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Client :

1. Scope of Work

- Design/Build and deliver a webpage including the following:

- ☒ Initial Build
- ☒ Domain Name Setup
- ☒ Hosting Services 1/yr

2. Development Timeline

Start Date :

Estimated
Completion Date :

3. Total Cost :

4. Agreement Term

- ☐ Monthly Payments
- ☐ One Time Payment

5. The Fine Print

Payment Terms

Payment due upon completion of Final Launch Authorization Form.

Termination Terms

Either party may terminate with written notice. Payments made are non-refundable beyond completed work.

Monthly* Maintenance Terms

Package includes Initial Build + 4 updates monthly. Template changes will be additional builds. After 6 month period client owns all files + packages. Client owns Domain per 1 yr contract.

One Time* Build Terms

Upon final payment client owns all files + packages + Domain per 1 yr contract. Hosting is terminated upon termination of contract.

Signature : _____ Date : _____

Owner : Tiah Christine **Email:** simpleandstatic@gmail.com

CONTENT SUBMISSION REQUIRED CHECKLIST



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Client :

Website project :

Required Content Checklist

- ☐ Logo Files (PNG/SVG)
- ☐ Branding Guidelines
 - ↳ Written Copy for each page
- ☐ Social Media Links
- ☐ Images/Photos
- ☐ About Us + Blog

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DESIGN APPROVAL/ REVISION SIGN OFF



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Client :

Website project :

☐ Approved

☐ Changes Requested

Changes Requested:

Signature : _____ Date : _____

Owner : Tiah Christine **Email:** simpleandstatic@gmail.com

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FINAL LAUNCH AUTHORIZATION PUBLICATION CONSENT FORM



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Client

Website project :

1, _____ confirm that: I have reviewed the final website and approved it for live publishing and that Simple & Static is not responsible for content errors.

Signature : _____ Date : _____

Owner : Tiah Christine **Email**: simpleandstatic@gmail.com

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ONGOING MAINTENANCE + SUPPORT AGREEMENT

Monthly Services Included:

\$20/Month

1 Year Agreement Term: ____ / ____ / ____ - ____ / ____ / ____

- ☒ 4 Updates to Content/Month
- ☒ Security + Backup
- ☒ Hosting Services 1/yr
- ☒ Technical Support
- ☒ Domain Name Setup
- ☒ Fixed Fee Structure
- ☒ Google Indexing

Signature : _____ Date : _____

One Time Build Services Included:

\$100/per Build

- ☒ Files + Packages
- ☒ Rights to Ownership
- ☒ Domain Name Setup

Signature : _____ Date : _____

Owner Tiah Christine **Email:** simpleandstatic@gmail.com

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