

3south web design

c/o Kristine Linder Box 581

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Price List effective; January 1st. 2011

Get your business online in just a few simple steps!

1. Choose a package.
2. Send your information, photos and contact details and I'll do the rest

Business Card Site (1 page)

A single page, describing your business, organization or personal profile.

One time fee of \$450.00 plus hosting and domain, \$175.00 per year, there after

Maintenance, updates and or upgrades, billed monthly at a rate of \$35/hr.

Starter Package (maximum of 4 pages)

\$725.00. One time setup fee.

\$270.00 Hosting and domain renewal, billed yearly.

Maintenance, updates and or upgrades, billed monthly at a rate of \$35/hr.

Intermediate Package (5-10 pages)

\$1025.00. One time setup fee.

\$270.00. Hosting and domain renewal, billed yearly.

Maintenance, updates and or upgrades, billed monthly at a rate of \$35/hr.

The Works (over 10 pages)

\$1700.00. One time setup fee.

\$270.00. Hosting and domain renewal, billed yearly.

Maintenance, updates and or upgrades, billed monthly at a rate of \$35/hr.

E-commerce Package. Take your store online!

Information available on request

** Prices do not include tax **

Web Site Planning Worksheet

This worksheet is designed to improve communications between 3south web design and my clients. If there are sections you don't understand, make a note of them so I can explain it to you.

Organization Name: _____

Contact Name: _____ Tel: _____ Fax: _____

1. Purpose

Mark the most important purpose a "1", next most important a "2". Leave those blank which do not interest you at all.

- To gain a favorable impression of the company or organization.
- To develop a qualified list of prospects
- To sell products directly taking credit card information over the Internet
- To encourage potential customers to contact us by phone or mail to consummate a sale.
- To make available product information and price lists to distributors.
- To make available product information and price lists to customers.
- To strengthen brand identification.
- Other _____

2. Organize Your Site

What type of pages do you want? Some examples are listed, add your own if needed.

- About
- Contact Form
- Products and Services
- Photo Gallery
- Video Gallery

Total number of pages _____ (this is just a rough estimate)

3. Site and Domain Names

Choose a couple domains, as yours may already be taken.

Domain name www. _____

Domain name www. _____

Domain name www. _____

4. Graphics

It is very helpful if you will include a copy of your company's letterhead, brochures, catalog, etc. so I can see how you present your company image. (If available)

- Company Logo. If so, please enclose a color copy.
- Photo(s) or drawing(s) of product(s)?
- Typeface preference _____
- Color Scheme _____
- Other ideas _____

5. Response Forms

What is the purpose of your response form?

- Guestbook. For visitors to record comments
- Request for information
- Survey of customer preferences

Note: I do not set up sites that use the response form as an order form, since these require secure servers, for secure order processing.

6. Web Hosting Services

I am not in the Web hosting business. I recommend to my clients Web hosting services tailored to their specific needs. I will recommend a Web host service for you. I require cgi-bin access and FTP access. If you have already set up a hosting account, please list the details below. If you choose to use hosting services, other than the one suggested by me, hosting prices will be adjusted accordingly.

Web Hosting Service _____

Phone: _____

E-mail for support or help _____

Signed _____ Date _____

Website Content Worksheet

You'll find it's a lot of work to prepare your company's materials for the Web pages I will construct for you. Think of me as your company's graphic designer. You supply the raw materials and I assemble them onto graphically pleasing, easy-to-read Web pages.

In the Web Site Packages I include everything the average small business needs for Web pages. But be sure to see the limits of what is included in the packages; I charge extra for services required beyond the standard packages.

Text

- Use a separate word processor file for each Web page.
- I can convert a wide variety of file types. Plain text or .doc format is fine.
- Please do not send me a draft of your text. Send me your final version. While I expect to make minor changes here and there after the Web pages are prepared, I charge extra to format and insert brand new text. Most word processors allow you to count the approximate number of words. Web pages which contain more than 1,200 words may be subject to additional charges, especially if they require a good deal of formatting.

Graphics

- The quality appearance of your Web site has a lot to do based on the photos or graphics you choose for your Web pages. Clipart can be used, but tends to make the pages look amateurish. Photos are best.
- You may send graphics to me in either digitized form or hard copy photos which I will scan. Digital copies are best.
- Prepare captions for each photo. You may affix a PostIt Note to the photo to indicate its caption and which Web page it goes on.
- If you need me to prepare specialized graphic elements in addition to the custom site graphics package, please explain clearly, and perhaps include a sketch. I charge for such items on an hourly basis. .

These are the items that will make up the package you'll be sending to me:

1. Website Planning Worksheet
2. Website Content Worksheet
3. Website Design Contract

Signed _____ Date _____

Website Design Contract

Used in conjunction with the Website Planning Worksheet which should also be printed out by the client.

Contact Name _____

Phone _____ FAX _____

E-mail address _____

Company/Client _____

Address _____

City _____ Prov. _____ Postal Code _____ Country _____

Package Choice (check one)

Business Card Starter Intermediate The Works Ecommerce

Present WWW URL (if any): _____

My desire is to delight the client. One way is to make clear, our understandings with each other. These are the terms of our agreement:

1. Authorization. The above-named client is engaging 3south Web Design, a sole proprietor, located at Box 581, Wawota, SK. as an independent contractor for the specific project of developing and/or improving a website to be installed on the client's web space on a web hosting service's computer. The client hereby authorizes 3south Web Design to access this account, and authorizes the web hosting service to provide 3south Web Design with "write permission" for the client's web page directory, cgi-bin directory, and any other directories or programs which need to be accessed for this project. The client also authorizes 3south Web Design to publicize their completed website to Web search engines, as well as other Web directories and indexes.

2. Standard Website Package Elements. 3south Web Design includes the following elements in the Standard Website Packages:

* E-mail/phone consultation (Up to 2 hours total general Internet orientation education, marketing strategy, Web design consultation. Telephone long distance charges are in addition to package rates quoted. Additional education and consultation is at the hourly rate.)

* Words of text supplied by the client (200 words per page approximate maximum if not supplied via diskette. web pages of more than 1,200 words of text may be subject to additional fees, especially if they require a great deal of formatting.)

* Links to external pages.

* Custom Graphics Package. Masthead graphic on first page (simple custom graphic incorporating company logo). Top-of-page graphic for all other pages in your website. Colorful lines and bullets, and colored and textured background.

* Photos and other misc. graphic images supplied by client

* Installation of web pages on the client's web hosting service.

* Minor updates and changes to existing web pages for three months, subject to the limits outlined by package choice. Additional changes billed at hourly rate. This includes only "regular" pages, not product pages or the ordering system pages.

* E-mail response link on the web site, to any e-mail address the client designates.

3. Maintenance and Hourly Rate. This agreement includes minor web page maintenance to regular web pages over a three-month period, including updating links and making minor changes to a sentence or paragraph. It does not including removing nearly all the text from a page and replacing it with new text. If the client or an agent other than 3south Web Design attempts updating the client's pages, time to repair web pages will be assessed at the hourly rate, and is not included as part of the updating time. The three-month maintenance period commences upon the date the client signs this contract.

Changes requested by the client beyond those limits will be billed at the hourly rate of \$35.00. This rate shall also govern additional work authorized beyond the maximums specified above for such services as general Internet orientation education, marketing consulting, web page design, editing, modifying product pages and databases in an online store, and art, photo, graphics services.

4. Changes to Submitted Text. Please send us your final text. Time required to make substantive changes to client-submitted text after the web pages have been constructed will be additional, billed at the hourly rate.

5. Web Hosting. The client understands that 3south Web Design retains sole discretion as to where the clients web pages are hosted. (Unless discussed prior to signing this contract or the client already has a hosting package in place. In the case of existing hosting and or domain registration, these fees will be deducted from the chosen package price.)

6. Completion Date. 3south Web Design and the client must work together to complete the website in a timely manner. We agree to work expeditiously to complete the website no later than 6 months.

If the client does not supply 3south Web Design complete text and graphics content all web pages contracted for within six weeks of the date this contract was signed, the entire amount of the contract becomes due and payable. If the client has not submitted complete text and graphics content within two months after signing of this contract, an additional continuation fee of 5% of the total contract price will also be assessed each month until the website is advertised.

7. Payment of Fees. Fees to 3south Web Design are due and payable on the following schedule: 50% upon signing this contract, 50% when the web pages have been constructed according to the client's original written specifications. If the total amount of this contract is less than \$600, the total amount

shall be paid upon signing this contract. Advertising the pages to Web search engines and updating occur only after the final payment is made. All payments will be made in CD funds.

8. Assignment of Project. 3south Web Design reserves the right to assign subcontractors to this project to insure the right fit for the job as well as on-time completion.

9. Legal Stuff. 3south Web Design does not warrant that the functions contained in these web pages or the Internet website will meet the client's requirements or that the operation of the web pages will be uninterrupted or error-free. The entire risk as to the quality and performance of the web pages and website is with client. In no event will 3south Web Design be liable to the client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate these web pages or website, even if 3south Web Design has been advised of the possibility of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed servable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

10. Copyrights and Trademarks. The client represents to 3south Web Design and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to 3south Web Design for inclusion in web pages are owned by the client, or that the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend 3south Web Design and its subcontractors from any claim or suit arising from the use of such elements furnished by the client.

11. Laws Affecting Electronic Commerce. From time to time governments enact laws and levy taxes and tariffs affecting Internet electronic commerce. The client agrees that the client is solely responsible for complying with such laws, taxes, and tariffs, and will hold harmless, protect, and defend 3south Web Design and its subcontractors from any claim, suit, penalty, tax, or tariff arising from the client's exercise of Internet electronic commerce.

12. Copyright to Web pages Copyright to the finished assembled work of web pages produced by 3south Web Design is owned by 3south Web Design. Upon final payment of this contract, the client is assigned rights to use as a website the design, graphics, and text contained in the finished assembled website. Rights to photos, graphics, source code, work-up files, and computer programs are specifically not transferred to the client, and remain the property of their respective owners. 3south Web Design and its subcontractors retain the right to display graphics and other Web design elements as examples of their work in their respective portfolios.

13. Payment of fees. Payments must be made promptly. Delinquent bills will be assessed a \$15 charge if payment is not received within 10 days of the due date. If an amount remains delinquent 30 days after its due date, an additional 2% penalty will be added for each month of delinquency. 3south Web Design reserves the right to remove web pages from viewing on the Internet until final payment is made. In case collection proves necessary, the client agrees to pay all fees incurred by that process. This agreement becomes effective only when signed by 3south Web Design. Regardless of the place of signing of this agreement, the client agrees that for purposes of venue, this contract was entered into in Wawota, Saskatchewan, and any dispute will be litigated or arbitrated in Wawota, Saskatchewan.

14. Sole Agreement. The agreement contained in this "Website Design Contract" constitutes the sole agreement between 3south Web Design and the client regarding this website. Any additional work not specified in this contract must be authorized by a written change order. All prices specified in this contract will be honored for six (6) months after both parties sign this contract.

15. Initial Payment and Refund Policy.

The total amount of this contract is \$_____

This agreement begins with an initial payment of \$_____. If the client halts work and applies, in writing, for a refund within 30 days, to 3south Web Design, c/o Kristine Linder, P.O. Box 581, Wawota, SK S9G 5A0, phone (306) 739-2406, work completed shall be billed at the hourly rate stated above, and deducted from the initial payment, the balance of which shall be returned to the client. If, at the time of the request for refund, work has been completed beyond the amount covered by the initial payment, the client shall be liable to pay for all work completed at the hourly rate stated above. No portion of this initial payment will be refunded unless written application is made within 30 days of signing this contract.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the client (authorized signature):

_____ Date _____

On behalf of 3south Web Design (authorized signature)

_____ Date _____

Kristine Linder