

# gojeannie Web Site Maintenance Agreement

This agreement is by and between \_\_\_\_\_ hereafter "The Client" and gojeannie, hereafter gojeannie.

"The Client" is contracting gojeannie as a provider of web site maintenance services. Services not considered 'standard website maintenance' are subject to be charged at a regular hourly rate of \$75.00, and will not be considered part of this contract.

## Included in this agreement:

1. Edit, revise, update or create new textual content on existing pages based on "The Client" request.
2. Consultation and guidance on the use of the web site.
3. Maintain a full backup of web site through the duration of this contract. This backup will be delivered in full to client on closing of this contract.
4. Assist in the creation of marketing materials such as custom email or banner advertisements. Marketing materials must be based on current site design only; new designs are not included in this contract.

## Not included in this agreement:

1. Web site redesign, re-alignment or re-development or re-format
2. Search engine optimization services
3. CMS design or integration including but not limited to blogs, shopping carts and web forums. These require a separate design agreement.

## Total Agreement:

gojeannie shall provide "The Client" with minor updates to the web site for a period of 1 year (12) months within this contract. After that time a new agreement must be drawn up. Minor updates should not exceed more than 50% of the content on any single site page.

During the duration of this contract, the "The Client" agrees that gojeannie will be the sole provider of maintenance services for the web site and no other party will have access to or rights to change the web site. If a party other than gojeannie makes changes to the web site any errors that are created, that must be repaired will be charged for at the hourly rate specified above.

## Compensation

"The Client" agrees to compensate gojeannie on the fifth (5th) day of each month via check for the amount specified in the following retainer options:

4 hours per month - \$300.00 (\$75.00 per hour)

8 hours per month - \$600.00 (\$75.00 per hour)

Customized Maintenance - (\$100.00 per hour)

### WordPress Maintenance

\$500.00 per year. This updates themes, plug-ins, forms and verbiage, video, images that you choose to add or delete from your site. This does not include search engine optimization. Daily checks of your site to insure everything is properly working.

In the event "The Client" fails to adhere to the schedule of payment referenced by the deadline set forth, gojeannie retains the rights, but is not obligated, to pursue any or all of the following remedies:

1. terminate the Agreement
2. immediately stop all works-in-progress or remove unpaid for material
3. bring legal action

**Deadlines & Deliverables:**

gojeannie will respond to all maintenance requests from "The Client" within twenty four (24) hours on weekdays and seventy two (72) hours on weekends, via email or phone, with a confirmation that the request was received, and an estimated completion date for each action item in the request. Maintenance requests received after 3:00pm GMT may not be completed until the next business day unless prior arrangements have been made.

gojeannie will adhere to all quoted deadlines for the deliverables in the maintenance requests at all possible costs. In the event that gojeannie has any issues in delivering on a quoted deadline, "The Client" will be notified via email or telephone the reasoning for any change.

**Additional Services:**

Any revisions, additions or redesign "The Client" requests gojeannie to perform that is not specified in this document shall be considered "additional" and will require separate agreement and payment. gojeannie shall advise "The Client" on any requested work that falls within these bounds.

**Authorization:**

"The Client" hereby authorizes gojeannie to access their web hosting account, providing active user name / password combinations for access to the server via FTP, assuring that 'write permissions' are in place on said hosting provider.

**Termination:**

"The Client" may cancel this website maintenance agreement at any time, by providing one month's written notice, provided that payment is up-to-date. A pro-rata refund will be given for any unused period of the advance payment.

gojeannie reserves the right cancel this website maintenance agreement at any time, for any reason, without prior notification and will provide a cancellation notice either electronically or in writing sent to the address of record.

**Legal:**

"The Client" and "The Consultant" are independent parties and nothing in this Agreement shall constitute either party as the employer, principal or partner of or joint venture with the other party. Neither "The Client" nor "The Consultant" has any authority to assume or create any obligation or liability, either expresses or implied, on behalf of the other.

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona applicable therein.

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

On behalf of the Client: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of the Consultant: \_\_\_\_\_ Date: \_\_\_\_\_