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Graphic Design  
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Logo

Dedicated to creating  
affordable, high-quality  
designs that will promote  
your small business with  
simplicity and style.

Our focus is a creative,  
tasteful approach to  
graphic design that will  
enhance your company's  
visibility.

Jeannie Thomason  
Goodyear, Arizona

office@gojeannie.com  
jeanniejordan@msn.com

Phone: 623-234-4789  
Fax: 623-234-4789  
Mobile: 602-451-4771

We Are WordPress  
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Themes  
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# gojeannie "When You Want To Be First In Line"

## gojeannie Website Design

### STANDARD CONTRACT

This Contract Agreement is made this \_\_\_th day of \_\_, 2018 between

Name:

Business Name ("Client"):

Having its principal place of business at:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

And gojeannie Website Design having its principal place of business in:

Goodyear, Arizona

Email: office@gojeannie.com

In consideration of Client retaining gojeannie to design or redesign, and/or build and/or maintain a website for Client, it is agreed as follows:

#### 1. Compensation and Term

The above named Client retains gojeannie, and gojeannie agrees to perform the following services: designing or redesigning, and/or building, and/or maintaining a website for Client according to \*specifications agreed upon, and detailed at the bottom of this contract, between gojeannie and Client.

Term shall be until the agreed upon website work in completed within the time frame specified.

Date to begin work:

Date work is to be completed:

Client is solely responsible for supplying website content, authoring, organization, images in file format unless gojeannie is hired specifically for this purpose and it is stated in the agreed upon specifications. If all text and graphics necessary to complete the work are not received by gojeannie within 30 days from the date of contract the balance of payment may become due and payable upon request. Any products or services not specified in this contract are not required of gojeannie.

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The following fees shall apply:

A fee in the amount of \$\_\_\_\_\_ to complete the agreed upon work and website is uploaded to it's final destination. This fee does include: the cost of domain registration (of applicable), hosting set up fee for one year and will be using any credits towards switching over to WordPress server, hosting, merchant account, secure online authorization or shopping cart. (PayPal works exactly as should.) All fee (s) are due at time of signed contact, unless other arrangement have been made.

gojeannie agrees to complete this project within the estimated budget, unless client requires additional work or services not agreed upon, or if client requires multiple design drafts or repeated changes which would significantly increase work required of gojeannie. gojeannie will not charge any fees in addition to those specified in this contract without first consulting the client and reaching an agreement regarding this. If it becomes necessary for gojeannie to bring legal action to collect any sums due under this Agreement, it shall be entitled to collect, in addition to all damages, its costs of collection, including reasonable attorney's fees.

This Agreement shall commence on the date stated above, and shall remain in effect until all obligations under this Agreement have been properly completed.

### 1. Maintenance

See Maintenance Agreement.

### 2. Warranties by gojeannie

gojeannie represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional and competent manner; that it has the power to enter into and perform this Agreement; . However, Client will not determine or exercise control as to general procedures, formats or sub-contracting necessary to have these services meet Client's satisfaction.

### 3. Independent Contractor

gojeannie acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture. gojeannie will not work with third party administrators in any way. If you have a third party administrator please let us know before we undertake the contact with you. We have sole control over content, upload and server preferences. If at anytime gojeannie is being placed in a position that the contract between gojeannie and client has become hostile, impertinent, over demanding or officious by client gojeannie (gojeannie discretion) has the right to stop additional work with **no refund** to the client. Please acknowledge by signing your name here

### 4. Confidentiality

gojeannie recognizes and acknowledges that this Agreement creates a confidential relationship between gojeannie and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information."

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### 5. Non-Disclosure

gojeannie Associates agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over the Client all documents, papers, and other matter in its possession or control that relate to Client.

### 6. Grant

Client agrees that copyrights to gojeannie's work product produced in the performance of this Agreement shall remain the exclusive property of gojeannie, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without gojeannie's prior written consent. Any rights granted to Client under this Agreement shall not affect gojeannie's exclusive ownership of the work copyright.

### 7.

gojeannie agrees to design, build, install, and/or maintain a website for Client according to agreed upon specifications below, including validated HTML, link check, custom graphics, header or logo as specified, all pages and links necessary to display products and/or services of client. gojeannie shall also prepare the site for search engine submission, which shall include analysis of text for keyword content, alt tags for images, preparation and installation of keyword and content meta tags, and submission to the major free submission search engines. Presently we submit to:

Google (Fee Possible)

Bing—Yahoo (Fee Possible)

gojeannie does not guarantee listings on search engines as they alone determine who they will list and who they will not. gojeannie will provide one month of minor changes and/or updates only and up to two hours of consultation. This work shall be completed for the above stated fee.

### 8.

To maintain our portfolio credentials, and the integrity of any applicable copyrights, gojeannie shall be entitled to place an unobtrusive credit with a hypertext link ("Web Site Design by...") in the footer on each page of the web site. gojeannie is also entitled to reproduce samples of Client's web site in our portfolio and in any marketing materials.

### 9.

gojeannie works in Microsoft Expression Web 4 or WordPress depending on what your needs are. We use templates at times; and will create a domain name if needed and your hosting as we see fit. This could be and not limited to IIS 6.0 or IIS 7.0 on a domain and hosting company (will be discussed). gojeannie will not use free open source sites such as Mambo or use Joomla.

### 10. Disclaimer

gojeannie states that to the best of our knowledge, any materials or intellectual property created are original and do not infringe upon the intellectual property rights of others.

If you agree to these terms please sign here

Client Signature:

Date: \_\_\_\_\_

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Once you have approved your site which you will be able to view on gojeannie a email must be sent by you (customer) giving approval to have the site go live on the internet. Please initial here \_\_\_\_\_ stating you understand that an email must be sent to

office@gojeannie.com verifying that you have approved the site and want the site to go live on the internet. Without approval and all payments or fee paid your site will not be uploaded to the internet.

\*Specifications agreed upon:

IN WITNESS WHEREOF, Client and gojeannie have duly executed this Agreement as of the day and year first above written.

gojeannie Website Design

Client: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_



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## Involvement gojeannie Contract Passwords and FTP Information Security Issues

gojeannie does not provide website security for sites. If a site gets hacked we suggest implementing professional services from Fixrunner that specializes in security.

\_\_\_\_\_ Initial Here

gojeannie will not work with third party participation. gojeannie will not teach SEO or Web Design to any parties on or not on the contract affiliated with the purchaser of services.

\_\_\_\_\_ Initial Here

All passwords and ftp information during the time of creation of website or SEO will not be shared with any party other than the owner of the domain. If information is shared by the owner of the domain this contract is broken, no fees will be refunded and work on the website or the SEO will stop immediately. There is no guarantee that work will begin again and a new contract would have to take the place of a broken contract between gojeannie and the client of services.

\_\_\_\_\_ Initial Here

SEO will not be put into place on such website until the site design is finished and signed off on through an email furnished by gojeannie. Maintenance contact must be in place. SEO has no guarantees that it will catch on any search engine including Google, Bing and Yahoo. gojeannie gets you into the top 10 with a \$99.00 starting fee and then monthly payments of \$69.00 must be honored to keep building you up in the ranking. No payment, no work performed.

\_\_\_\_\_ Initial Here

Social Media is a must and the purchasers is responsible for creating a Google+ account. Other accounts are advisable such as Facebook, Twitter or any affiliate programs that the client is involved with. Any id numbers or links have to these affiliates are to be given to gojeannie to be put in place, otherwise they will not be a part of your new site.

\_\_\_\_\_ Initial Here

All verbiage, images and video must be given to gojeannie within 30 days or the contract is complete and the site will remain as is and considered finished.

\_\_\_\_\_ Initial Here

gojeannie does not work in partnership with anyone or any other companies. gojeannie will not work in Joomla or Mambo. We do have WordPress developers and use Fixrunner for JavaScript on various occasions.

\_\_\_\_\_ Initial Here

When the website is finished the client signs off on design and SEO and from that point can make a choice to keep gojeannie on for maintenance at the regular prices as shown in gojeannie maintenance contact.

\_\_\_\_\_ Initial Here