

## Website Maintenance Contract

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Website URL: \_\_\_\_\_

Host: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Agreement

**Richard Dunlap** will provide website maintenance services to the client listed above, beginning on.

### Services

**Richard Dunlap** will provide the following services to the Client.

### Payment

Client agrees to pay **Richard Dunlap** a total fee of for the maintenance of the website and facebook page.

Payment will be made in the following manner: **cash, check, or money order. Make checks and money orders payable to Richard Dunlap**

Late payments will: **have a \$50 late fee and be added to the next month bill. The late payment will start after 30 days and continue every 15 days until the bill is paid in full.**

## Permission and Confidentiality

Client will grant **Richard Dunlap** complete access to the web page listed above, including all write permissions necessary for the work.

**Richard Dunlap** agrees that any knowledge gained as a result of this relationship shall remain confidential.

**Richard Dunlap** further agrees that all of the Client's materials accessed during the website maintenance, including but not limited to logos, written materials, and products, belong solely to the Client. **Richard Dunlap** has no rights to these items in any way.

**Richard Dunlap** will maintain ownership of the specific designs, including texts, graphics and photos that he creates for the purposes of this website maintenance.

**Richard Dunlap** will maintain the right to use any part of the website in his portfolio or advertising campaign.

Signed:

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Client Signature

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

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Contractor Signature

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