

# Websitecasa / Quiz Media

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## Godaddy Customer Service

Godaddy has outstanding customer service and is available 24/7 to answer your questions. When calling you will need your **CUSTOMER NUMBER** and **CALL IN PIN**.

[www.godaddy.com](http://www.godaddy.com)

*Please read the **VERY IMPORTANT** information about our optional **Maintenance and Support** services. These services are designed to save you money and give you peace of mind.*

<http://websitecasa.com/support/>

## Training

Visit our [training page](#) for hints and tips,

**Password: training**

## Currency

In order to provide consistent pricing our prices are expressed in dollars (\$). We will convert to UK Sterling (£) at the current conversion rate.

NOTE: The deposit and contract must be received before work will commence.

## IMPORTANT LINKS:

[Support and Maintenance](#) – [Training](#) - [SEO](#)

## Currency / Turn-around

£0 - 7 days

# WEBSITE DESIGN PROPOSAL and LETTER OF AGREEMENT

Websitecasa.com is pleased to submit a proposal for the development of a website to **COMPANY** the “client”. The terms of this proposal are valid for thirty (30) days prior to commencement of work and then for the length of the project.

## Background

Websitecasa.com is a web development business with offices in the US and UK but serving clients all over the world. We specialize in creating attractive and effective yet affordable websites based on WordPress templates (themes). We work with small businesses and entrepreneurs who value their time and understand the benefits of having a professionally built website.

## Statement of Work

Develop a web site for **COMPANY**. Create a clean, organized, and professional looking site. Develop a consistent theme with the use of the company logo, colors, heading, footers, and buttons based on the companies detailed brief and selected theme.

## Website Development - Purpose of Website

The exact purpose of the website is to promote **COMPANY** a **TYPE OF BUSINESS**. The client will provide a brief overview of their product or services.

## Design Methodology

It is essential to establish a polished and professional look for the website. Websitecasa.com will customize a WordPress template (theme's are purchased separately) to **COMPANY**'s specifications as stated in their brief. Websitecasa.com will start developing a consistent look for section headings and footers, logo, and navigation buttons. The brief forms the guidance for the theme that websitecasa will suggest. It is imperative that the client provides as much information about the desired outcome as possible. **Once the project has started any revisions, changes, or additions could result in additional fees or delays in the completion of the project.**

## Site Content

With an approved consistent look established, the next step is to add content to the site. Site content is added to pages that have a consistent theme and look in terms of headers, footers, and accent graphics such as buttons and bullets. The client prior to starting the project will provide content. The client will complete an [account builder](#) form and provide all text in a word document. All images will be in jpg or PDF formats. [Click here for content guidance.](#)

Websitecasa.com will review all content for search engine optimization based on the keywords and meta descriptions provided by the customer on the account builder form.

Content is expected to include approximately 0 to 12 pages, also included in these pages will be standardized content such as:

- Home
- About us
- Contact

## Other Development Services

Websitecasa.com will also provide reasonable consultation and guidance in addition to the following services during the development of the website:

- Content management system (CMS)
- Reasonable advice on site best practices
- Updates when key milestones are reached
- All log on passwords and admin details
- Keyword review and suggestions
- Upload graphics (maximums apply)
- Coaching of **COMPANY** in all aspects of **yourdomain.com** functionality as needed
- **30-days of support\* with minor changes based on the original brief**

## Graphics and images

**We reserve the right to charge** for the manipulation or optimization of images, graphics or videos beyond the agreed image submission guidelines as determined by the package purchased.

## Developing the Site\*

Together we will review the site during the building process. We will review your brief and deliver a finished product that satisfies the brief provided prior to the commencement of the project. Any alterations or additions to the brief must be agreed and may attract addition fees or delays. If additional fees are required **COMPANY** will be notified in advance

## Schedule\*

This schedule defines the major tasks to be completed during the life of the project. Individual tasks may be added, deleted or moved as required to meet the demands of the design. The elapsed times are estimates and may vary depending on workload, changes, COMPANY submissions approvals, and third-party service providers.

**Phase 1** Review and discuss the brief to fully understand the customers desired outcome. Discuss and agree service agreement document. The customer will then select a theme. **We will not commence work until a theme is agreed and all content and images required to complete the project have been provided.** Contract signing Initial payment – 1/2 of the total cost + set-up fee (\$0)

**Phase 2** (2-3 days) Theme is installed and populated based on content provided by the client. Design of look and feel keyword review and additional research, as needed.

**Phase 3** (3 - 5 days) Customer reviews the site and provides feedback via email. Once the changes are made the COMPANY will review the site and provide a final check-list of any outstanding changes.

**Phase 4** (5 to 7 days) The final client checklist will form the foundation of the training and hand-over during the training session any outstanding items will be addressed. Training must take place within 15 days of the commencement of the project as long as the site has all pages, menus and text populated and is a functional state. **Failure to participate in training at this will void your 30-support period unless otherwise agreed in writing by websitecasa.**

Finalization of site [Training](#) for transition. Final approval of site, and beginning of 30-support period.  
balance due (\$0)

## Compensation

Websitecasa.com agrees to design and install the website and administrative functions as described above for the fee of \$0, inclusive of the following:

- All design and layout described above
- Content development as described above, up to 12 pages written by the client (provided in a word document images must be supplied as JPG or PDF).
- Installation of web pages and forms on [yourdomain.com](#)
- Training & coaching the COMPANY on the use of WordPress and essential theme plugins and features

## Future Design Programming, and Training

Websitecasa.com will perform future requirements, such as functions, pages, or graphics outside the scope of the statement of work above at a rate of **\$30.00**/hour with a 1-hour minimum.

**We are not responsible** for technical issues or downtime caused by your hosting provider or issues caused by the client or any third parties. All technical issues and support requests should be directed to Godaddy.com who offer 24/7 customer service.

## Hosting and Domain name:

Godaddy.com hosts your site. Once your site is complete they will be your point of contact for all hosting or domain related issues. All future renewals will be done directly with Godaddy. You should contact Godaddy 45 days in advance of the expiration of your hosting to avoid loss of content. **If you fail to renew your services ALL CONTENT WILL BE LOST.** We recommend that you log into your Godaddy account monthly to stay abreast of your account and renewal dates.

## Maintenance and Support:

We offer monthly support packages that will give you peace of mind. Our basic support subscription is just \$25. We strongly recommend that you select a monthly support package. If you opt NOT to select a support package all additional support and maintenance will be billed at \$30 per hour with a 1-hour minimum.

Websitecasa.com will obtain permission based on a verbal estimate prior to performing any additional work.

Thank you for giving Websitecasa.com the opportunity to quote your new website. If you have any questions about this quote, your new website, or websites in general, please feel free to contact us.

\*Please note – We will not commence building your site until we have ALL required content, images and payment. Your 30 days support will start as soon as final approval of your site design is received or within 30 days of initial approval to commence work whichever is longer.

Any delays caused by changes in site requirements or Client availability may void the 30-support period.

### **IMPORTANT LINKS:**

[Support and Maintenance](#) – [Training](#) - [SEO](#) -

## Contract Signatures

Please sign below to signify your acknowledgement and acceptance of all terms spelled out on this and previous pages.

Date:

Websitecasa.com

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Date:

Client name

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Would you like to subscribe to our service plan?

Please circle one:

YES

NO

### **\*Maintenance and Support**

*Please initial below to confirm that you have read and understand the information regarding ongoing Maintenance and Support.*

Client Initials

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*The client agrees to log-in to their godaddy account at least once per month*

Client Initials

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