

# Generic Company - Website Proposal

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**Client:****Designer:**

Sue Noyes  
North Country Web Solutions  
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(603) 387-2733

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## Scope of Work

I will develop a custom website for Generic Company. The goal of this website is to provide you with an online presence and to provide current and prospective customer vital information about your business operations. The site will be built using the Wix web design framework. All work will be completed within 60 days of the date the agreement is signed.

### ***The site will be a standard five (5) page website consisting of the following:***

**Home:** contains text and pictures showcasing your business

**About:** provides visitors with a company history

**Services/Products:** lists services or products your business offers

**Gallery:** showcases the customers work or products

**Contact:** will contain a contact form as well as hours and directions

NOTE: If any of the standard pages don't meet your business needs, they can be substituted for different content at the customer's request. More pages can be created for an additional \$100 per page.

### ***The design process consists of four (4) phases:***

- 1) **Secure domain and hosting:** this can be provided by NoCoWeb or set up by the client
- 2) **Concept and design:** I will work closely with the client during all phases of design to assure the finished product represents their vision and business
- 3) **Testing and quality control:** all elements and content of the website will be fully tested and validated prior to "go live"
- 4) **Go Live!** This site will be live early in the process, but will be password protected until final approval has been received from the client

## Additional Work Included in this Agreement:

**Facebook Page:** Facebook is a valuable (and free) tool for connecting with your customers. It's extremely important that you have a Facebook page that represents your business as well as your website does. I will set up a Facebook page for your business. If one already exists, I will request admin access to that page in order to update the information and will create profile and cover photos to give your page a professional look and feel.

**Business Cards:** I will provide you with a print ready business card image that can be used to order cards from Vista Print.

## Payment and Terms of this Agreement

For website design and development I do not require a deposit, payment is expected upon satisfactory completion and launch of your website. If North Country Web Solutions will be hosting and registering your domain, payment will be expected monthly (or annually) on an agreed upon date.

# Service and Design Questionnaire

What is your current email address (for communication)? \_\_\_\_\_

Have you secured a domain? YES NO \_\_\_\_\_

Will you provide hosting and domain registration? YES NO \_\_\_\_\_

Is the standard 5 page website applicable? YES NO \_\_\_\_\_

Will you require any additional pages? YES NO \_\_\_\_\_

Do you have a Facebook page set up? YES NO \_\_\_\_\_

If yes, would you like me to review and update? YES NO \_\_\_\_\_

Would you like a custom email address? \_\_\_\_\_

Can you provide me with a digital copy of your logo? \_\_\_\_\_

## Pricing (select all options that apply)

✓	Cost	Description
	\$750.00	Web Design and Development – includes complete 5 page website (desktop and mobile versions), SEO, Facebook page and print ready business card file
	\$50.00	<b>Monthly</b> hosting, domain registration, business email address and maintenance fee (\$600 per year total)
	\$500.00	<b>Annual</b> hosting, domain registration, business email address and maintenance fee (2 months free)
		Additional pages at \$100 per page
		<b>TOTAL AMOUNT DUE (UPON PROJECT COMPLETION)</b>

\_\_\_\_\_ I will be responsible for the hosting, domain registration and email accounts associated with this website. I understand if I do not keep my account in good standing, the website will be deleted by Wix and cannot be recovered by North Country Web Solutions.

## Terms

Total amount due upon satisfactory completion of client website.

## Signatures

Client's signature below authorizes designer to begin work.

Designer Signature

Print Designer Name

Date

Client Signature

Print Client Name

Date

Thank you for this opportunity. If you have any questions or concerns regarding this project proposal or included terms & conditions, please don't hesitate to call **(603) 387-2733**.