

## WEBSITE DESIGN CONTRACT AGREEMENT

Dear Client,

We're so excited to get started! Before we move forward, we'd love to get on the same page about a few "small print" details. If you have any questions or if something here doesn't square with your expectations, needs or wants, please let us know.

1. The rate and the cost for this website development project is **\$XXX**. Exclusive of VAT.
2. You'll receive an invoice via **email** and will be required to pay **50% upfront & 50% balance** immediately after the project completion.
3. The turn-around time is **2 to 3 business weeks** after receiving the initial 50% upfront payment.
4. **Scope of work** – The developer agrees to only develop the website as discussed. Any additional work or changes will result in extra cost billed separately.
5. All content must be provided by you. This includes: **written content, images, logos, videos, catalogs, pdfs**, etc.
6. We will provide you with a new **domain name (yourcompany.com)** and a **hosting account for 1 year**. After which you will be required to renew annually. If you have a domain name and a hosting account, you will be required to provide your control panel login details from your current registrar.
7. Projects come with **two rounds** of revisions valid for **7 days** after the website has been submitted by the developer. After which you will be required to make **payment** for the remaining **50% balance**. The client's **final review** must include any and all **comments, requests, revisions, etc**. This review period is the client's **last chance** to make any changes.
8. The developer will continue to be available to the client for **1 month** after the completion of this project to provide the client with reasonable technical support and to correct any possible errors or deficiencies.
9. We will not be held accountable for any custom changes made by you without prior notice.
10. If you are interested in making monthly changes, a **retainer fee** will be applicable and a separate contract agreement will be issued to you.

11. We offer a **7 days grace period**. In the event that the invoices are not paid on time, the company will be entitled to charge a late payment fee of **20% for the remaining invoice balance**.

### **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of Kenya.

### **Confidentiality**

All terms and conditions of this Agreement and any confidential information shared must be kept confidential, unless the disclosure is required pursuant to process of law.

The Parties agree that the confidentiality clause in this Agreement will remain active and in power even upon the termination of this Agreement.

Disclosing or using this information for any purpose beyond the scope of this Agreement, or beyond the exceptions set forth above, is expressly forbidden without the prior consent of the Parties.

### **Refund Policy**

Web design and development projects require extensive resources, consumes our time and incurs internal expenses. **Therefore, we do not issue refunds.**

You can read more about our refund policy [here](#).

If you agree to these terms, please **sign below** with your **personal or company name** and email the copy to [info@webleaks.com](mailto:info@webleaks.com).

Please note that **any payment** made after reading this contract, **legally binds you** to this **agreement with or without your signature**.

Signed by Name: **Webleaks Digital Agency**

Client Name:

Date: