



design ▶ print ▶ mail ▶ web

“Web Site Alive!” Maintenance Agreement—Please Fax To 805.683.2468
Minimum 6 Month Sign-up

AGREEMENT as of the ____ day of _____, 20 ____, between the Customer listed below, hereinafter referred to as the “Client” and Boone Graphics, located at 70 S. Kellogg, Goleta, California 93117.

Customer Information:

Name (Client): _____
Mailing Address: _____ Email: _____
Phone: _____ Fax: _____

Web Site Information (if known):

URL: _____ FTP Address: _____
FTP User Name: _____ FTP Password: _____
Additional Information, passwords, companion sites (if applicable): _____
Hosting Company: _____ Hosting Company URL: _____

One-Time Per Month Maintenance Defined As:* _____

*Boone Graphics will update Client’s Web Site one time per month, up to three (3) hours of work, for a monthly fee of \$100.00 prepaid by Client’s credit card. Minimum contract agreement is for six months. There are no refunds for unused time. (\$125.00 if billed by invoice.)

Payment: Client to prepay monthly by automatic withdrawal by credit card. Credit cards will be processed the first business day of each month. Name on Client credit card to be billed: _____

Billing Address: _____
Visa [] –or– MC [] Card Number: _____ Exp: _____ CVN# _____

Optional additional customer contact(s) responsible for providing Boone Graphics with content:
Name: _____ Title: _____ Email/phone/fax: _____

Order and Description of Work

- Your three hours of Web Site Alive! time will include consultation, production, and editorial changes or additions.
All assets to be included will need to be submitted 5 days prior to the end of the billing cycle. Web Site Alive! billing cycle begins the first business day each month and closes at the last business day of each month.
The Web Site Alive! program is month to month and can be cancelled at any time after the initial six (6) month minimum sign-up, without penalty, however no portion of payment for previous months will be refunded. Cancellation must be received in written format 15 days prior to the next billing cycle. Program is for new web clients only and cannot be rejoined after cancellation.

Client Responsibilities and Confidentiality. Any and all assets that Client is to supply for the Web Site shall be delivered to Boone Graphics in electronic format (delivered on removable storage media or transmitted via the Internet), and such supplied assets shall be in a final form, ready for Web Site use. Client shall proofread and edit such assets prior to delivery to Boone Graphics, and any work due to corrections of such assets, file conversions, or scanning of text or images, outside of allotted time, shall be billed at a rate of \$65 per hour (a \$10 discount from the regular rate of \$75 per hour). Client represents to Boone Graphics and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Boone Graphics for inclusion in Client’s Web Site are owned by Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect and defend Boone Graphics and its subcontractors from any claim or suit arising from the use of such elements furnished by the Client. Boone Graphics agrees that any asset supplied by Client, whether for the Web Site or in relation to the business purposes for its development, shall be treated as confidential and will not be disclosed to third parties. At completion of the work, Boone Graphics shall, if requested, return to Client the assets supplied by Client.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first set forth above.

Boone Graphics
70 S. Kellogg
Goleta, CA 93117

Client _____
Company Name

By _____
Authorized Signatory, Title

By _____
Authorized Signatory, Title