



# Web Design Work Order

Date:

Fill out this form in its entirety. Please print clearly – use dark ink. Solidmark™ will use this work order in order to create an accurate estimate. Please fax back to 856-772-0393.

This is for a:  Personal Website  Business Website

<b>Name:</b>		<b>Principal business activity:</b>
<b>Company:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		<b>Principal product or service:</b>
<b>Phone:</b>		
<b>Fax:</b>		
<b>Email:</b>		
<b>Web Address:</b>	http://	

## General Project Requirements:

- Have you already registered at least one domain name?  Yes  No If Yes, please specify: \_\_\_\_\_
- Do you already have a web hosting provider?  Yes  No If Yes, include name of company: \_\_\_\_\_
- Do you already have an active website?  Yes  No
- What is your proposed budget for this website? \$ \_\_\_\_\_
- How soon do you need to begin development?  Immediately  In 2-3 weeks  In 3-4 weeks  Not sure yet

## Page Layout Requirements: (Check all necessary items)

### Basic pages:

- Home (required)
- Template (required)
- Side bar (recommended)
- Bottom navigation bar (recommended)
- About Us (recommended)
- Contact Us (recommended)
- Awards / Professional affiliations
- Directions
- Job postings
- FAQ
- Links
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Dynamic pages:

- Calendar of Events
- Forms (feedback, survey, follow-up requests)
- Subscribe to e-newsletter
- Online catalog / image / audio gallery
- Credit card order processing
- Dynamic components:**
- Database (must be checked if "Online catalog" or "Calendar of Events" was checked)
- Search functionality (database required)
- Email auto-responders

### Other items:

- Scanning (photographs, brochures, etc.)
- Digital photography (check only if you have products that need to be individually photographed)
- Graphic design / Photo manipulation
- Audio digitization / MP3 streaming audio
- Recording
- Copy editing
- PDF creation
- Flash animation
- Flash intro (avg. 10-15 seconds)
- Logo design
- Data entry (into database)
- Email Campaign
- Copy Editing
- Search Engine Submission:
- Other: \_\_\_\_\_  
\_\_\_\_\_

## Comments:

**Credit References:** (at least two must be provided)

1) **Name:**  
**Company:**

**Phone:**  
**City / State:**

2) **Name:**  
**Company:**

**Phone:**  
**City / State:**

3) **Name:**  
**Company:**

**Phone:**  
**City / State:**

## Legal Terms Regarding Web Design:

### Maintenance and Hourly Rate:

Agreement includes minor webpage maintenance to regular webpages (excluding store product pages) over a three-month period, including updating links and making minor changes to a sentence or paragraph. It does not include removing nearly all the text from a page and replacing it with new text. If the client or an agent other than Solidmark Web Design attempts updating the client's pages, time to repair webpages will be assessed at the hourly rate of \$84.00, and is not included as part of the updating time. The three-month maintenance period commences upon the date the client signs this contract.

Changes requested by the client beyond those limits will be billed at the hourly rate of \$84.00. There shall be a minimum charge of one (1) hour per incident. This rate shall also govern additional work authorized beyond the maximums specified above for such services as general Internet orientation education, marketing consulting, webpage design, editing, modifying product pages and databases in an online store, and art, photo, graphics services, and helping clients learn how to use their own webpage editor.

### Changes to Submitted Text:

Please send us your final text. Time required to make substantive changes to client-submitted text after the webpages have been constructed will be additional, billed at the hourly rate.

### Assignment of Project:

Solidmark Web Design reserves the right to assign subcontractors to this project to insure the right fit for the job as well as on-time completion.

### Payment of Fees:

Fees to Solidmark Web Design are due and payable on the following schedule: 50% of total upon signing contract; 50% when the web pages have been constructed according to the written specifications as indicated in the project description. If the total amount of this contract is less than \$500, the total amount shall be paid upon signing this contract. All payments must be made in US funds.

Payments must be made promptly. Bills that are 30 days past due will be assessed an additional \$84 fee every month. Solidmark Web Design reserves the right to withhold services and web pages from viewing on the Internet until final payment is made.

### Copyrights and Trademarks:

The client represents to Solidmark Web Design and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Solidmark Web Design for inclusion in webpages are owned by the client, or that the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Solidmark Web Design and its subcontractors from any claim or suit arising from the use of such elements furnished by the client.

### Portfolio Agreement:

Solidmark agrees that any work done will be owned by the client upon completion of project and payment in full. Solidmark reserves the right, however, to add any project into a general portfolio to be displayed to prospective clients as references and samples of work.

### Limit of Liability:

Solidmark's limit of liability is equal to the total contract amount. Under no circumstance shall Solidmark Web Design ever be liable to any client for any amount greater than the total contract amount, even if Solidmark has been advised of the possibility of such damages.