



Rival Business Solutions Website Design Agreement

Your Name: _____ Your Phone Number: _____

1. The Purpose of Your Website

Please give the most important purpose a "1", the next most important a "2" and so on. Leave those blank which do not interest you at all.

- To gain a favorable impression of the company or organization.
- To develop a qualified list of prospects.
- To sell products directly by taking payments over the Internet.
- To encourage potential customers to contact you to consummate a sale.
- To make available product information and/or price lists to distributors.
- To make available product information and/or price lists to customers.
- To strengthen brand identification.
- To attract qualified employees.
- My competitors do.
- My existing website needs upgrading.
- My company is new and a website is part of my marketing strategy.
- My company is looking for networking opportunities.
- My company is seeking to build partnerships with other companies.
- To provide a Service.
- To showcase photos of products available for sale.
- Other _____

2. Site Organization

Please indicate the website pages you desire.

Home, About Us, Products, Services, Pricing, Contact Us, Links, Gallery, News

Additional Pages of your choosing: _____

Total number of pages decided upon: _____

3. Domain Names and Website Hosting Services

Company Name To Appear on Website Header:

Domain Name

Domain name: www. _____

___ Is Desired (we can arrange this for you; please indicate if you want us to) Or

___ Is Already Registered

If already registered, which domain name registration company holds the registration? _____

Please provide their contact information. _____

Do you have web hosting service arranged already? Yes ___ No ___

If so, who is the hosting service provider? _____

If so, what is the User name and Password? (to upload files using FTP)

User Name: _____ Password: _____

Would you prefer to use our web hosting service, if you do not have one already, or are not satisfied with your current web hosting service? Yes ___ No ___

Are you interested in having your website statistics tracked? (includes hits, unique visitors, pages viewed, entry pages, exit pages, etc. Yes ___ No ___

4. Header Graphic

It is very helpful if you will include a copy of your company's letterhead, brochures, catalog, etc., so Rival Business Solutions can see how you present your company image.

Do you want your **Company Logo** incorporated in the website header? Yes ___ No ___

If so, please enclose a color copy.

If no, are you interested in Rival Business Solutions creating a company logo for your company? Yes____ No____

Do you have **Photos or drawings** of your product(s)? Yes____ No____ If yes, please enclose color copies.

Your **Header Font** preference is: (we recommend Arial, Verdana or Times New Roman) _____

Your **Header Preferred colors** are:

Is it important to you that your website looks the same on every internet browser?

Yes____ No____

Your other ideas, questions or comments:

5. Notes - FYI

Rival Business Solutions would like to remind you that you only have one to three seconds to make a good impression on your viewer before they will decide whether they will view the rest of your website, or move on to the websites of your competitors! First Impressions ARE Everything! Please consider the impression you would like to make. Tell Rival Business Solutions, so we can build your website to give the correct first impression!

Rival Business Solutions suggests sticking with 2-3 main colors throughout the body of your website, preferably colors standard to all internet browsers. Your color choices are:

Rival Business Solutions suggests using 3 graphics or photos per page.

Rival Business Solutions will most likely include "website designed by" or "website developed by" Rival Business Solutions and a link to the Rival Business Solutions website. (Will this pose a problem for you?.) ___Yes ___No

If yes, why?

6. Navigation System

Please Choose all the options you are interested in:

- A "Site Map" page at the back or front of your website indicating each page.
- navigation labels or buttons in Left-Side Menu
- navigation labels or buttons in Right Side Menu
- navigation labels or buttons in Top Menu
- navigation labels or buttons in Bottom Menu
- Combination of. Please specify.

Rival Business Solutions has observed that Top menus are more popular than Left, Right or Bottom menus. Left menus are the second most popular.

You would like:

- Text Labels
- Buttons
- Icons
- Animated Icons

7. Basic Page Elements

These are the important items which will appear on nearly every page of your website.

- Page Titles in larger type
- Photos or graphics based on the "theme" of your website.
- Your website theme centers around:

Text Body

Link to Site Map (optional) Do you want this? Yes No

Copyright information in small print, at the bottom of every page.

Does your company have any registered trademarks or service marks?

Yes No

If yes, please list them below.

8. Photos, Graphics, Animations, Sound, and Video

It is important that you own the copyright to, or have permission from the copyright owner(s) to use any photos, graphics, sound files or video you send Rival Business Solutions to use in your website. Please do not send Rival Business Solutions anything that violates copyright rules.

Sometimes, and depending on the application, Clipart can tend to look a bit tacky on websites. Rival Business Solutions recommends photos, and prefers jpeg or gif files. You can supply Photos either by emailing the photos or providing them

to Rival Business Solutions to scan and return to you, or by providing the images on a cd or memory stick which will be returned to you.

For an extra charge, Rival Business Solutions can equip your web pages with: SitePal Character(s) to help project your message – **Please Request Price Quote**

Sound - **\$100**

Flash - **(will quote depending on what you require)**

Animation - **(will quote depending on what you require)**

Gadgets - **\$25 each**

Please indicate anything additional that you would like to see on your website.

9. Response Forms (We charge an additional \$25 for each response form)

Response Forms are often used for the following purposes:

Guestbook for visitors to record comments

Request for information

Survey of customer preferences

User Name and Password to protect backend content

Do you require a response form? ___Yes ___No

10. Marketing Your Website, Search Engines, etc.

Rival Business Solutions can show you inexpensive, effective ways to market your website. We also offer print marketing materials for an extra charge.

Rival Business Solutions will build your website to be search engine friendly, including keywords that will help search engines find your site more readily.

Rival Business Solutions will not submit your website to search engines and directories for you, but can make suggestions for you to do it.

Your suggestions for keywords:

11. Website Changes and Maintenance

Although Rival Business Solutions feels it is important that customers are completely happy with their websites, we have had situations where we have spent many hours on a website, doing exactly what the customer requested and then the customer decided to change the whole layout of the website. For this reason our policy now is that extensive changes to your website will be billed at the hourly rate of \$60/hr, in addition to the original price we quoted you for your website, once we have completed the original website based on this website planning worksheet. If we have spent 20 hours on your website and you change

it, the extensive changes rule will come into effect. We ask for a 50% non-refundable deposit towards your website, prior to us commencing any work on it. Do you understand and agree to this policy? ___Yes ___No

Your Signature_____

12. Changes and Maintenance Agreement After Website is Posted To Your Actual Domain

Are you interested in a Changes and Maintenance Agreement with Rival Business Solutions, after the initial posting of your website to your actual domain, billed to you in increments of \$60/hr, dependant upon how long each change took to complete? Your invoice will outline all of the changes made, and how much time each change took. ___Yes ___No

13. Signature of Client

On behalf of my organization I approve the above plan which I have developed with Rival Business Solutions to construct a website. I authorize Rival Business Solutions to use this Website Design Agreement as the basis of the project.

Signature:

_____Date_____

First payment will be made on: Date _____

I will submit my content for my website to Rival Business Solutions by:

Target Date for final payment to be made _____

Target date for your Web Site to be posted live on the World Wide Web:

Date: _____

14. Next Steps

This is what Rival Business Solutions will need please to proceed with building your website:

- This Signed Website Design Agreement

- Written content for your web pages (via email to info@rivalbusinesssolutions.com)

- Your company logo if you have one or input from you so we can design you a logo.
- Photos or graphics that are to be included on your website.
- Samples of your printed materials – logo, brochure, letterhead, business card, product or service info, etc., if you have any, so Rival Business Solutions can see and understand how you present your company image.
- Cash or Cheque for at least 50% of the total cost quoted to you for your website by Rival Business Solutions. The balance is due before your website will be posted live on your actual domain.

Rival Business Solutions is looking forward to receiving your materials and constructing your website! Our Business Hours are Monday – Friday, 8:00 am – 6:00 pm. Thank You! Your Business is much appreciated.