



## **Contract Terms and Conditions**

Thank you for employing Dorothy Krajewski from A Connected Life to complete your project. Please find below the terms and conditions that must be adhered to during our work together.

### **1. Payment Terms**

Payment for the project must be made in two parts:

- **Payment 1** - 50% of total project cost on project start up, as determined by initial quote.
- **Payment 2** - 50% of total project cost, plus any additional charges, on project completion.

My hourly rates are as follows:

\$120/hour for technical support (I do it for you)

\$165/hour for coaching/personal support (I teach you how/what to do)

Your contract includes unlimited email support until project completion.

### **2. Project Completion**

The project will be deemed as complete, when the deliverables described in the Project Brief and Quote are completed and made available to you.

Any revisions and changes after this will be billed at the relevant hourly rate.

### **3. Copyright**

Copyright to all aspects of the project, including design, content and images (where appropriate), will be retained by you, the client, unless specified otherwise in project content.

### **4. Accessibility**

Where relevant, you, the client, will be provided with all necessarily login details for the project. This will include, but is not limited to, access to:

- Domain registration
- Hosting – cpanel



- Wordpress
- Mailchimp

## **5. Early termination**

If, for any reason, you choose to terminate the project early, prior to completion, you will retain all work completed to date. The first payment made for the project is not refundable, plus an additional pay-out cost will be charged, if appropriate, based on the percentage of project deliverables being completed.

If, for reasons beyond my control, I am unable to finish the project, I will hand over all unfinished work and negotiate an appropriate contract pay out price, based on the percentage of work completed. A partial refund of the first payment may be made, if appropriate.

## **6. Project variation**

If you decide to vary the project deliverables, including, but not limited to:

- Wordpress theme
- Plugins used
- Website content
- Website functionality
- Timelines
- Training

you will receive a written quote for the additional work, which will be included as Attachment 1.

Payment for the additional work must be made on project completion, unless the variation occurs after project completion, then the payment must be made within 7 days of the date of the invoice issued to you.