



Lea Moon

Website Design & Development

Client Contract

Client Name _____

Company Name _____

Address _____

Email Address _____

Phone Number _____

Alt Phone _____

Job Description _____

Timeline _____

Job Cost _____

Financial Agreement

A deposit in the amount listed below is required to begin work on your project. | Monthly payments are due upon receipt of invoice until your job is finalized. If payments are not made your project will be put on hold until payment is made. | Any estimate or budget is offered as a guideline and not a guarantee of the cost of a project. If your project is nearing your budget or estimate amount I will email to inform you. At which point our email will then become the written contract for work beyond the estimated amount. | We charge a fee to render job estimates or bids. Often these designs and information will be used to finalize your project. However you are still liable to pay for this time even if you do not contract with us. | Estimates do not account for design edits, design changes, or additions to the project. | Estimates are not given for site maintenance work. We charge by the minute and bill weekly for this work. Payment due upon receipt of invoice. | If you require a payment plan an additional 10% will be added to your bill.

Deposit & Payment

By signing below I certify that I have read and agree to this contract in full and understand the financial agreement and contract disclaimer.

Client Signature _____

Date _____

Lea Moon Design

Date _____

Contract Disclaimer

We are committed to integrity within all that we do. In order to achieve this we are continually listening, learning, changing and expanding. This enables us to create designs that will get the results you want. Lea Moon Design reserves the right to terminate a contract any point for any reason. If a contract is terminated prior to completion we promise to handle this separation with integrity and give all partial files and content to you once payment has been made. Any confidential information that was shared with us will be destroyed. We understand that not every arrangement is a good fit and trust that you will find the right person/firm to meet your needs.