

Contract between
A Company
and
Henry Hyde Limited
based on their estimate HH00XXX

A Company hereby contracts **Henry Hyde Limited** of 17, Granville Road, Hove, to carry out the following work for them for their website:

- Initial concept work and visuals for approval, including some online 'dummy' pages to demonstrate functionality, interactivity and 'look & feel'
- To finalise design and layout of website based on text and images supplied on disk, to comprise a total of approximately XX pages initially (see agreed site map)
- To create graphics for use across the site, and other interactive functions as far as possible within the budget
- To create an online form for visitors to request information or make contact
- To create a text-based 'site map' to enhance navigation
- To advise on the creation of <META> tags to help search engines to find the site and apply these to the HTML pages once finalised
- To test site compatibility in several browser versions and on several platforms
- To provide consultation and liaison throughout, including making contact with your Internet Service Provider to ensure that the files created are fully compatible with their system
- To then upload the site to the server and carry out final testing as appropriate

Henry Hyde Limited promises:

- To work to the highest professional standards
- Honest, constant communication
- To do everything reasonable to meet your proposed budget limit of **£X,000**
- Immediate notification of delays, problems and extra expenses
- That you will pay only for work authorised
- An audit of hours if requested, for items where you are paying by the hour
- That you will see the project as it develops at any reasonable time
- Reasonable turnaround and response within the designated target deadline
- Reasonable security and privacy precautions to protect your interests
- Deliverables that work as described
- To carry out rigorous testing to ensure optimum performance
- Not to charge for the correction of its own mistakes
- That you will own all appropriate rights to the site
- To publicise the site by a listing on its own website and to advise on other publicity measures
- To provide guidance including training if required to enable in-house updating of the site

A Company promises:

- To pay the amount stated in the estimate as a deposit for concept work
 - Prompt payment of further amounts as they fall due
 - A completed project profile
 - To provide copy and images in digital format and to acceptable standards; or to pay for any additional work necessary if the material is not presented in acceptable formats or quality
 - To value Henry Hyde Limited's time – client delays cost contractors money
 - To manage the process without micromanaging
 - To give Henry Hyde Limited one contact person with whom they may liaise throughout the project without the interference of other, unauthorised persons
 - To allow Henry Hyde Limited to make up for any mistakes
 - To pay for additional consultative work or ideas
 - To pay for any additional or unforeseen work not included in the estimate
 - To allow Henry Hyde Limited to retain all appropriate rights to assets created for the site
 - To allow Henry Hyde Limited to add a discreet text link on each page to its own website
- This contract sets a target date for the site to go online of **dd/mm/yyyy**. Both parties agree to do everything reasonable to achieve this target.

Agreed on this day of, 20.....

Signed on behalf of Henry Hyde Limited

..... director
Henry Hyde

Signed on behalf of A Company

..... Director
Jane Bloggs

Please sign both copies, and return one to Gladius with a cheque for the agreed commissioning amount of £ to:

Henry Hyde Limited, 17 Granville Road, Hove, BN3 1TG