



Website Maintenance and Social Media Services Agreement

FILL OUT FORM, SIGN AND RETURN VIA MAIL OR EMAIL. SERVICES WILL NOT BEGIN UNTIL THIS FORM IS RETURNED!

This agreement is between _____ (CLIENT) and **LT Web Designs**, and includes the following terms:

- ◆ Website and social media maintenance services will be performed for CLIENT on a MONTHLY basis beginning on:
- ◆ DATE: _____ and will continue each month thereafter until further notice, or upon cancellation by either party. This agreement may be terminated by either party at any time, upon a minimum 30 days notice.
- ◆ Client agrees to pay LT Web Designs a fee of **\$125.00** per month for these services for as long as services are rendered, or until agreement is terminated. Services are month to month, and billed according to the following schedule:
- ◆ Services will begin the 1st of each month, invoiced by email to Client on the 25th of the month, and due by the 5th of the following month, and is due and payable at that time. If payment is not received within five (5) days of due date, services will be cancelled until payment is made. Payments over ten (10) days late will result in a \$25.00 late fee. Fees will be prorated for services started anytime after the first of the month.
- ◆ Website maintenance services includes simple text and photo changes, updating content, image editing and search engine optimization, but does NOT include partial or full website redesign, or makeover.
- ◆ LT Web Designs agrees to optimize search engine efforts to the best of its ability, but makes **NO GUARANTEE** of results from such efforts, as these results vary based on changing criteria in these type environments.
- ◆ Client agrees to provide LT Web Designs with suitable material needed to maintain or update website, and is responsible for sending any content updates to LT Web Designs in a timely manner. LT Web Designs is NOT responsible for any errors in content or inaccurate information sent by Client, but will notify Client if such errors are found. LT Web Designs retains the right to add related content to Client's website that is original, relevant and suited to the best interests of the Client's branding and marketing of it's website.
- ◆ LT Web Designs agrees to update Client's social media pages on a regular basis with relevant content and optimize social media activity to the best of its ability. LT Web Designs will notify Client of any suspicious activity or derogatory comments or messages received on its social media pages as soon as possible, so that Client can determine the best way to address any problems that may arise from such activity or comments.
- ◆ Client shall indemnify and hold harmless LT Web Designs (and its subsidiaries, affiliates, officers, agents, co-branders or other partners, and employees) from any and all claims, damages, liabilities, costs, and expenses (including, but not limited to, reasonable attorneys' fees and all related costs and expenses) incurred by LT Web Designs as a result of any claim, judgment, or adjudication against LT Web Designs related to or arising from (a) any photographs, illustrations, graphics, audio clips, video clips, text, data or any other information, content, display, or material (whether written, graphic, sound, or otherwise) provided by Client to LT Web Designs (the "Client Content"), or (b) a claim that LT Web Designs use of the Client Content infringes the intellectual property rights of a third party. To qualify for such defense and payment, LT Web Designs must: (i) give Client prompt written notice of a claim; and (ii) allow Client to control, and fully cooperate with Client in, the defense and all related negotiations.

Each Party acknowledges that it has read and understands this Agreement and agrees to be bound by its terms and conditions.

Signed (Client) _____ Date _____

Email address to receive invoices: _____

Signed _____ Date _____