ipm design, Inc.
advertising • web design

IPMdesign Web Development Agreement

My signature below authorizes In Print Media/IPMdesign to begin design work on a web site for my company, _____ (print company name here). I have received and read the In Print Media/ IPMdesign Web Development Rate Sheet #3 and understand that the final cost of my site will be based on these rates. I also understand that the final cost of my completed web site can vary from any verbal estimate given if additional pages, forms, web site functions, etc. are requested. I understand that In Print Media/IPMdesign will make every effort to complete the requested web site to my satisfaction within 60 days of receiving all Readiness Checklist items (see below). I am aware that In Print Media/IPMdesign will make requests for missing items needed from me via email or phone. I will return all requested items via email unless requested in another format by In Print Media/IPMdesign.

All Readiness Checklist items (see below) and our $650.00 deposit **made payable to In Print Media** are included with this agreement. I understand that this deposit will be credited toward the total cost of my web site. I also understand that if our web site is not completed within 60 of this signed commitment due to non-receipt of an item requested of me, all work done to date will be billed. Any additional work done after that date will be billed at the end of each month until the site is complete. I agree to remit payment on all In Print Media/IPMdesign invoices within 30 days of receiving an invoice for work completed.

I have read and understand the terms stated above and am authorized to contract with In Print Media/IPMdesign to create a web site for my company.

Authorized Signature	Name (please print)	Company Name (please print)	Date

- **Please make your check payable to InPrint Media and remit with a copy of this agreement and all Readiness Checklist items (see below) to:**

  In Print Media
  3001 La Costa Avenue
  Carlsbad, CA 92009

- **Readiness Checklist**

  This checklist will assist you in gathering the items needed for your web site. Be sure that a copy of each piece of information has been delivered to In Print Media. Have you:

  ____ chosen and registered your domain name
  ____ chosen and contracted with a web host
  ____ sent us your user ID, server location and password (provided by your web host)
  ____ sent us an outline of the links/pages you want to be accessible from your home page
  ____ sent us all of your images and logos as TIF, JPG, GIF, EPS, BMP formats or as photos
  ____ collected and sent us all text for your site digitally
  ____ looked at competing sites for structural ideas, keywords and 25-word site descriptions
  ____ sent us your keywords and a description for your site of exactly 25-words
  ____ sent us copies of your current literature, brochures and letterhead
  ____ read our IPM Design Web Site Development Rates (available at thinkipm.com as a PDF)
  ____ read/signed/returned our IPMdesign Agreement (available at thinkipm.com as a PDF)

Please retain a copy of this document for your records

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