**NGP**

**WEB DEVELOPMENT**

**CONTRACT**

Scope of Work

I will develop a completely custom website for YOUR COMPANY NAME. The goal of this website is to provide YOUR COMPANY NAME with an online presence and to provide current and prospective customer vital information about YOUR COMPANY NAME. business operations.

The website will be a 5 page website consisting of the following pages: Home, About, Services Contact, Team (Blog). The home page will have text and pictures about YOUR COMPANY NAME. The about page will give a company history. The services page will list services. The contact page will have a form allowing customers to send an email to YOUR COMPANY NAME. The Team page will have a photo and profile for each of YOUR COMPANY NAME’s employees.

The design process consists of four (4) phases: Concept, Design, Technical, and Testing. In the concept phase, I begin work by outlining the basic flow and gathering text and images for the website. In the design phase I create digital artwork for the outlined webpages and integrate the images and text. In the technical phase I enable the website server, domains and add interactive functionality like forms and emails. In the testing phase, I check the entire website to make sure it is operating as expected.

This website will work in all browsers. It will be designed to operate on mobile devices.

On the following pages, you will find a more detailed description of the project phases, timeline, due dates, deliverables and fees. You will also find a set of terms and conditions.

Work Plan & Milestones

The table below outlines the work process phases, milestones, due dates, deliverables and fees needed to complete this project. This four phase process begins at the concept phase where everything is planned, then the design phase where look and feel (artwork) is produced, next is the technical phase where design is given life, and finally the testing phase where everything is thoroughly tested and reviewed. This process is designed to ensure project efficiency and your complete satisfaction.

|  |  |  |  |
| --- | --- | --- | --- |
| Concept Phase | | | |
| **Milestone** | **Due Date** | **Deliverables** | **Fee** |
|  |  |  | $250 |
|  |  |  |  |
| Design Phase | | | |
| **Milestone** | **Due Date** | **Deliverables** | **Fee** |
|  |  |  | $250 |
|  |  |  |  |
| Technical Phase | | | |
| **Milestone** | **Due Date** | **Deliverables** | **Fee** |
|  |  |  | $250 |
|  |  |  |  |
| Test Phase | | | |
| **Milestone** | **Due Date** | **Deliverables** | **Fee** |
|  |  |  | $250 |
|  |  |  |  |
|  |  | **Total:** | $1000 |

Deposit ($1000)Project Proposal #***[JOB NUMBER], [DATE]***

**Payment Plan**

A first deposit of $1000.00 will be required upon signature of a contract of service between **NGP** and **Client Name**. The remaining balance will be paid in 4 phases of $250 throughout the development of the project.

Signatures

Client's signature below authorizes designer to begin work. If the information and terms in this proposal are to Clients satisfaction and approval, kindly return a signed copy of this Project Proposal to Designer.

|  |  |  |
| --- | --- | --- |
| Designer Signature | Print Designer Name | Date |
| Client Signature | Print Client Name | Date |

Detail

Thank you for this opportunity. If you have any questions or concerns regarding this project proposal or included terms & conditions, please don't hesitate to call.