

KEITAJ IMAGES & DESIGNS  
"You Imagine, We Design"



# Welcome New Client

Keitaj Images & Designs was founded in Southern, California - April of 2004 and now currently based in Bowie, Maryland. Whether this is your first website, or you want a redesign of an existing site, Keitaj Images & Designs will provide the solutions to meet all of your needs, quickly and affordably. Keitaj has the proven experience to produce the quality product that your business deserves.

We know there are many options out there when you are contemplating design. We are a small firm that offers clients a closer business relationship, something many large firms simply cannot offer. We are dedicated to helping small business owners use the power of the web to build and grow their businesses.

Provisions for all Website designs and surrounding services that are necessary to ensure achievement of the business goals associated with a successful partnership. Our website design solutions is easy to use and provides Ideas to help your business.

We are business friendly and professional with one focus, our customers. We create great designs that will represent your product and service in the best way, all the while making it easy for your customer to understand your company and why they should choose YOU!

Welcome to the family!  
keitaj.com | websites@keitaj.com

KEITAJ IMAGES & DESIGNS  
"You Imagine, We Design"  
**AGREEMENT AND CONDITIONS**

## Website Design or Development

You have hired or contracted Keitaj Images & designs to design, develop, construct or build a website for your company or for your personal use. Below is important information to better understand what we are hired to do, your responsibility, and what you have paid us to design, develop, construct or build. This is an agreement with conditions between Keitaj Images & Designs and \_\_\_\_\_.  
Outlined in this agreement are the conditions pertaining to the design and development of your website under the URL name below. The cost of this website as agreed upon shall be in the amount of \$\_\_\_\_\_.

WWW. \_\_\_\_\_ .COM

WWW. \_\_\_\_\_ .COM

We describe the **design** of a website as the complete layout of the website. All pages, the structure of the pages, frames of the layout and tables. As your website designer we are responsible for these services and only the idea of what you want within this design is the client's responsibility. Designing will begin once the client has provided their ideas for the website unless it has been determined that Keitaj Images & Designs has been given complete design control from conception to completion. **Developing** is the process of completing the design. This includes the gathering of information, selection of colors, layouts, number of pages, type of website, etc.

### Content:

[Part 1] We are not responsible for supplying the content to your website. You and your company are responsible. Content which can drag a project out for a longer time than necessary must be provided within a timely manner. This time frame is within the first 15 days from the start of the website project. [Part 2] If you wish to pay Keitaj Images & Designs for providing content for your website then we become responsible for the content. This means that we will research and develop the actual content that will fill areas of the website design based on what we have or may agree on.

- **Our rights to website content we provide:**

All Website content provided by Keitaj Images & Designs used to develop your company or personal website is owned by Keitaj Images & Designs. Materials used to build your website are not exclusive to your company or persons. Any company or persons wanting to own the exclusive rights to the materials use can purchase exclusive right to such materials (Graphics, layout, template, backgrounds, borders, headers, buttons, music, animations, etc). We reserve the rights to remove the work we have done to your website for purposes not agreed upon within this agreement until rights are transferred to your company or persons. Copyrighting any website designed, or developed by Keitaj Images & Designs cannot be done until rights have been transferred to your company, persons or legal purchasing owner. Keitaj Images & designs reserved the rights to determine how our designs are to be used and who can have ownership.

- **Your rights to website content you provide:**

Any content your company provided to complete your design is your property and your company has given Keitaj images & Designs the right to use this property to complete your design.

### PAYMENT & REFUNDS:

We expected to be **paid** for services rendered to you or your company by payment methods provided in this agreement (cash, check or charge). A deposit or total cost will be required before services are rendered and the remaining balance (if only a deposit is required) must be paid 15 days after the deposit has been paid. A \$50.00 check fee will be assessed for any return checks. If a check is returned only a cash payment will be accepted. There is no **refund** for work already rendered to a client. Although refunds are non-refundable, if you are not satisfied with a design Keitaj Images & Designs create for your company and do not wish to continue services your company is not required to make final payment for the design (What has been created prior to cancellation of service cannot be used by your company or personal use). Any company or persons who use designs they were not satisfied with that belongs to Keitaj Images & Designs will face legal actions. **NOTE:** *Your deposit does not give you or your company right to use what may have been created for your company. Permission from Keitaj Images & Designs or your purchase of those rights gives you the rights to use any design created by Keitaj Images & Designs.* \_\_\_\_\_ (Initials)

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*My signature indicates that I understand, agree and have the authority to make such agreement. I represent the company or person who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

KEITAJ IMAGES & DESIGNS  
 “You Imagine, We Design”

**Graphic Designs or Development**

This is an agreement with conditions between Keitaj Images & Designs and \_\_\_\_\_. Outlined in this agreement are the conditions pertaining to the design or development of items listed below.

Type of Design	Cost \$

**All graphic designs** provided by Keitaj Images & Designs used to develop your company or personal image is owned by Keitaj Images & Designs. Materials used to create your designs are not exclusive to your company or persons. Any company or persons wanting to own the exclusive rights to the design use can purchase exclusive right to such designs (Business Cards, brochures, Professional logos, Corporate Identity Strategies, Print Advertisements, etc). We

**Reserved The Rights** to remove the work we have done to your website for purposes not agreed upon within this agreement until rights are transfer to your company or persons. Copyrighting any designs created, or developed by Keitaj Images & Designs cannot be done until rights have been transferred to your company, persons or legal purchasing owner. Keitaj Images & designs **reserved the rights** to determine how our designs are to be used and who can have ownership. \_\_\_\_\_ (Initials)

We hereby release/transfer ownership of original graphics created by Keitaj Images & Designs to \_\_\_\_\_. All content on the CD provided contain such graphics mentioned and once this transfer is complete you or your company may use all content for yourself or your company. **As a reminder, please keep in mind one simple rules that should not to be broken. Although we have transferred ownership of all content to use for you or your company, we reserved the right to forbid you to sell any of the content created by Keitaj Images & Designs to another company or person without our written consent.** \_\_\_\_\_ (Initials)

**Keitaj’s Authorized Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_  
*My signature indicates that Keitaj Images & Designs understand, agree and have the authority to make such agreement. The signature above represents the company or person who has created the graphic work described in this agreement.*

**PAYMENT & REFUNDS:**

We expected to be **paid** for services rendered to you or your company by payment methods provided in this agreement (cash, check or charge). A deposit or total cost will be required before services are rendered and the remaining balance (If only a deposit is required) must be paid 15 days after the deposit has been paid. A \$50.00 check fee will be assessed for any return checks. If a check is returned only a cash payment will be accepted. There is no **refund** for work already rendered to a client. Although refunds are non-refundable, If you are not satisfied with a design Keitaj Images & Designs create for your company and do not wish to continue services your company is not required to make final payment for the design (What has been created prior to cancellation of service cannot be used by your company or personal use). Any company or persons who use designs they were not satisfied with that belongs to Keitaj Images & Designs will face legal actions. **NOTE:** *Your deposit does not give you or your company right to use what may have been created for your company. Permission from Keitaj Images & Designs or your purchase of those rights gives you the rights to use any design created by Keitaj Images & Designs.* \_\_\_\_\_ (Initials)

**Client’s Authorized Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Owner** \_\_\_\_\_ **Date** \_\_\_\_\_  
*My signature indicates that I understand, agree and have the authority to make such agreement. I represent the company or person who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

**AGREEMENT AND CONDITIONS**

KEITAJ IMAGES & DESIGNS  
"You Imagine, We Design"

### Basic Website Design Tutorials

#### BASIC HTML \_\_\_\_\_

Cost \$99.99

These classes will teach you the Basic fundamentals of web development and format. It is recommended that you take this course before the Template Structuring Classes. This package contains 6 classes.

**Day 1** - Pre-Drawing a map of what your website will look like **Day 2** - Forming Content: (sentences, paragraphs, headers)

**Day 3** - Adding Graphics & Media **Day 4** - Editing Content **Day 5** - Spacing Content & Graphics

**Day 6** - Placing your content and graphic

#### TEMPLATE STRUCTURING \_\_\_\_\_

Cost \$99.99

These classes will teach you how to build a template structure of a website which will hold your website's content. This package contains 6 classes.

**Day 1** - Head (Title, Meta Tags, Keywords, descriptions) **Day 2** - Body | Tables | Footers **Day 3** - Constructing Forms

**Day 4** - Class Project: Create a website from scratch **Day 5** - Class Project: Adding Content to the Website

**Day 6** - Class Project: Completing the structure and content

#### LINKING FUNDAMENTALS \_\_\_\_\_

Cost \$49.99

Everything within your website will need to function and navigate visitors through your site. These classes will show you how to link everything so that you whoever stop at your site can get around it with ease. This package contains 6 classes.

**Day 1** - Hyperlinks **Day 2** - Navigation Links (words & buttons) **Day 3** - Linking Images **Day 4** - Linking Forms

**Day 5** - Linking E-Commerce **Day 6** - Downloading Links

#### PUBLISHING TO THE WEB \_\_\_\_\_

Cost \$49.99

Once you get the website completed you might have the knowledge and understanding of how to get it up and running. These classes will teach you how to do just that! This package contains 6 classes.

**Day 1** - URL **Day 2** - Hosting **Day 3** - FTP **Day 4** - Servers **Day 5** - Space **Day 6** - Copyrights

#### PAYMENT & REFUNDS:

We expected to be **paid** for services rendered to you or your company by payment methods provided in this agreement (cash, check or charge). A deposit or total cost will be required before services are rendered and the remaining balance (If only a deposit is required) must be paid 15 days after the deposit has been paid. A \$50.00 check fee will be assessed for any return checks. If a check is returned only a cash payment will be accepted. There is no **refund** for work already rendered to a client. Although refunds are non-refundable, If you are not satisfied with a design Keitaj Images & Designs create for your company and do not wish to continue services your company is not required to make final payment for the design (What has been created prior to cancellation of service cannot be used by your company or personal use). Any company or persons who use designs they were not satisfied with that belongs to Keitaj Images & Designs will face legal actions. **NOTE:** *Your deposit does not give you or your company right to use what may have been created for your company. Permission from Keitaj Images & Designs or your purchase of those rights gives you the rights to use any design created by Keitaj Images & Designs.* \_\_\_\_\_ (Initials)

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*My signature indicates that I understand, agree and have the authority to make such agreement. I represent the company or persons who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

### AGREEMENT AND CONDITIONS

KEITAJ IMAGES & DESIGNS  
 “You Imagine, We Design”

**Maintenance:** \_\_\_\_\_ **Hosting:** \_\_\_\_\_ **Content Management System:** \_\_\_\_\_

Keitaj Images & Designs describes maintenance of your website as correcting display problems on your website. We will continue to make sure everything is properly working under either option you or your company select. This doesn't require additional payment. However, maintenance is subject to scheduled times to correct the problem which may depend on the problem with the website. See your options above for scheduled times. **Maintenance services** do not give your company exclusive time to your website. Although you may have selected Keitaj Images & Designs to administrate your website, we will make change at your request during a slated time scheduled to make the changes for your website. Changes under this option must be requested and is not subject to an immediate change. Changes are made at you or your company's scheduled time. Immediate change may be subject to additional payment. Scheduled time is usually twice per week but the size of a website will determine if add time is required. This option does not require suggestions from Keitaj Images & Designs.

I have agreed to purchase **1 year** of maintenance services for a monthly charge of \$ \_\_\_\_\_ **per month**.

\_\_\_\_\_ (Initials) *your initials indicate that you understand this agreement and have the authority to make such agreement. You represent the company or person who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

**Web mastering your site** is a dedicated option and allows your company the ability to make change or updates frequently. The schedule for this option is six days per week. Time for this option is **(M-F) 7am – 7 pm (Sat, no Sundays) 9am – 12pm**. Under this option Keitaj Images & Designs takes care of all of your website need with the exception of changes that require payment or purchase. You or your company is obligated to make payments or purchase required to make changes to your website. New graphics and page construction is collaboration between Keitaj Images & Designs and you or your company.

\_\_\_\_\_ (Initials) *your initials indicate that you understand this agreement and have the authority to make such agreement. You represent the company or person who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

Maintenance Plans	Hosting	Content Management System	Pay-as-You-go
Basic <b>\$100.00</b> P/month	<b>\$20.00</b> P/month I have agreed to purchase <b>1 year</b> of hosting for a monthly charge of <b>\$20.00 per month</b> . The Initials here (_____) and signature below acknowledges my agreement for this service.	<b>\$200.00</b> One-Time Fee I have agreed to hire Keitaj Images & Designs to place your website into a Content Management System at the price listed above. The Initials here (_____) and signature below acknowledges my agreement for this service.	<b>\$25.00</b> P/hour Mon – Fri 9am - 6pm Sat 9am – 12pm
Professional <b>\$200.00</b> P/month			
Webmaster <b>\$300.00</b> P/month			

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*My signature indicates that I understand, agree and have the authority to make such agreement. I represent the company or persons who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

**AGREEMENT AND CONDITIONS**

KEITAJ IMAGES & DESIGNS  
"You Imagine, We Design"

**Transfer of Exclusive Rights to a Website or Graphics**

As of \_\_\_\_\_, Keitaj Images & Designs does hereby transfer the rights to ownership of a website design created for (company or persons name) \_\_\_\_\_. The URL in which this website was created for is listed as WWW. \_\_\_\_\_ .COM.

The registrar company use is (Registrar Name) \_\_\_\_\_ and hosting is maintained by (Host Name) \_\_\_\_\_.

The username for the registered Domain is:

Username: \_\_\_\_\_ Password: \_\_\_\_\_

The username for the hosted account is:

Username: \_\_\_\_\_ Password: \_\_\_\_\_

All transfer information pertaining to your website is handed over to \_\_\_\_\_ and once the transfer of ownership is complete it is the person listed above responsibility. If this website is being administrated by Keitaj Images & Designs, then this transfer only pertains to ownership. We have accepted administration responsibilities based on a signed agreement with conditions.

Now that you or your company has taken complete ownership of your website proper notification is required if you or your company decides to relieve Keitaj Images & Designs from our administration responsibilities. **15 days** prior to changing over to a different administrator is required if Keitaj Images & Designs has been just administrating your website. **30 days** prior to change over to a new Web Master is required if Keitaj Images & Designs has been the web master for your website. \_\_\_\_\_ (initials) *your initials indicate that you understand this agreement and have the authority to make such agreement. You represent the company or person who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

**WHAT IS INCLUDED IN THE TRANSFER?**

All original contents and layout designs used to create your website and anything that has been delivered to you or your company by CD. All content found on this CD is transferred into ownership. **As a reminder; one simple rules that should not be broken. Although we have transferred ownership of all content to use for you or your company, we reserved the right to forbid you to sell any of the content created by Keitaj Images & Designs to another company or person without our written consent.** \_\_\_\_\_ (Initials) *your initials indicate that you understand this agreement and have the authority to make such agreement. You represent the company or person who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

**Graphic Designs:**

We hereby release/transfer ownership of original graphics created by Keitaj Images & Designs to \_\_\_\_\_. All content on the CD provide contain such graphics mentioned and is once this transfer is complete you or your company may use all content for yourself or your company. **As a reminder of our simple rules that should not be broken. Although we have transferred ownership of all content to use for you or your company, we reserved the right to forbid you to sell any of the content created by Keitaj Images & Designs to another company or person without our written consent.** \_\_\_\_\_ (Initials)

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*My signature indicates that I understand, agree and have the authority to make such agreement. I represent the company or persons who purchased, hired, or contracted Keitaj Images & Designs to do such work described in this agreement.*

**Notes (Any information agreed upon or discussed that is not written in this packet is listed here and must be initialed and signed):**