

Services Estimate & Agreement

7/19/2010

Acme Stuff

Bob deBobb
Owner
PO Box 000

Be Proactive!

Corvallis OR 00000

Proj # 1452 PO #



Sample Web Site Development Estimate

Duration 7/19/10 To 8/20/10

Marketing Consulting

Web Development

Design and write a new site with lots of content and high search engine ranking. Take photos and add to the site. Make 10 icons for the menus.

Graphic Design

PO Box 431

Corvallis, OR 97339

541.760.1449

Tasks and Expected Costs:

diva@pamvanlonden.com

pamvanlonden.com

	Unit	Rate	Subtotal
Meet client to asses needs	1.5	70	\$105
Install Content Management System	4.0	70	\$280
Design graphical user interface	2.0	70	\$140
Design theme using existing logo	6.0	70	\$420
Add up to 10 pages of content	10.0	70	\$700
Optimize and add up to 40 photographs	4.0	70	\$280
Design 10 icons	10.0	70	\$700
Train users	2.0	70	\$140

Project Materials

To be provided by client at the start

Logo file
Company history and list of competitors
Host userid and password

Total Estimated Costs	\$2,765
Deposit	\$691
Estimated Balance	\$2,074

Payment Terms

1. Pam Van Londen will bill the hours worked every 2 weeks.
2. Pam Van Londen may grant a 2% discount for invoices paid within 5 days.
3. Payment is due immediately upon invoicing. Late charges apply after 10 days.
4. Some projects may require a deposit of 1/3 the Total Expected Cost.
5. Some vendors may require payment upfront; you may be billed separately.
6. Work beyond the scope of this estimate will be billed at \$70 per hour.

"I accept the scope and payment terms of this service agreement and authorize Pam Van Londen to begin working."

Signature _____ Date _____