

## **Items to Include in a Contract/Agreement**

Purpose and goals of site

Domain name, hosting

Description of text content

Description of graphic content

Description of main page

Description of sub-pages

Navigation/organization scheme

Headers and footers

Features/Functions/Scripts

Keywords & other spider food

Cross-browser and cross-resolution

Submit to search engines

Backup kept

Ongoing maintenance

Estimated fee and payment schedule

Ownership rights

Confidentiality statement

Design credit statement

Delivery date, approximate or specific

Provision for early termination

Charges for meetings/conferences