

# Lund & Lund

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## CONFIDENTIAL

September 16, 2007

- 1. Authorization.** Charleston Township, Galesburg, MI (client) is engaging Lund & Lund, a sole proprietor, located at 217 E. Orleans, Otsego, MI, as an independent contractor for the specific project of renovating their existing website, [www.charlestantownship.org](http://www.charlestantownship.org). The client hereby authorizes Lund & Lund to access this account, and authorizes their web hosting service to provide Lund & Lund with "write permission" for the client's webpage directory, cgi-bin directory, and any other directories or programs which need to be accessed for this project.
- 2. Copyrights and Trademarks.** The client represents to Lund & Lund and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Lund & Lund for inclusion in webpages are owned by the client, or that the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Lund & Lund and its subcontractors from any claim or suit arising from the use of such elements furnished by the client.
- 3. Maintenance and Hourly Rate.** Following completion of the renovation, Lund & Lund agrees to provide site maintenance support, as requested, at the rate of \$35/hour. All minor updates are completed within 24 hours. Larger updates may require additional time, and the client will be notified regarding time estimates.
- 4. Web Hosting.** The client understands that web-hosting services require a separate contract. The client agrees to select a web hosting service that allows Lund & Lund full access to the website and a cgi-bin directory via FTP and telnet. The client further understands that if the web hosting service's operating system is not a Unix-based system, standard CGI software may not work, and providing a substitute may incur additional charges.  
  
Lund & Lund offers a hosting service for \$150/yr which includes 20 email addresses and 1000MB disk space.
- 5. Domain Name.** The client understands that domain name services require a separate contract. The client is currently responsible for their domain name, charlestantownship.org.  
  
Lund & Lund offers domain name service - \$25/yr. This services includes renewal fees and guarantees the domain name will be properly managed and renewed in a timely manner.
- 6. HTML Training.** Lund & Lund offers a 3-hour, on-site training program to provide the client with the tools and skills necessary to perform minor site updates. The cost is \$125 and includes HTML editing software.
- 7. Payment of Fees.** Fees to Lund & Lund are due and payable on the following schedule: 1) Upon completion of the new website. 2) Maintenance fees will be itemized and invoiced monthly.
- 8. Assignment of Project.** Lund & Lund reserves the right to assign subcontractors of their own choosing to this project to insure the right fit for the job as well as on-time completion.
- 9. Copyright to Webpages.** Copyright to the finished assembled work of webpages produced by Lund & Lund is transferred to Charleston Township upon final payment. Lund & Lund retains rights to display graphics and other Web design elements as examples of their work.
- 10. Sole Agreement.** The agreement contained in this "Website Design Contract" constitutes the sole agreement between Lund & Lund and the client regarding this website.

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Charleston Township

Date