



Priscilla Christian Graphic Services

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Client / PCGS Service Bundle Agreement

This Service Bundle has been prepared for PCGS Clients [from this point known as "Client"] and describes the nature of a PCGS [from this point known as "PCGS"] Service Bundle Agreement

Fees and Terms of the Service Bundle

Each individual Service Bundle represents a unique engagement. There will be a no-fault, no-obligation policy for the renewal of Service Bundle for either party whether or not a project or any task is completed.

Client will be kept informed on the amount of work completed and where we are in the Service Bundle cycle. A brief timesheet .xls document with task descriptions for the sake of itemizing will be provided.

Payment for each Service Bundle can be made via check or credit card through a mutually agreed upon online payment service.

Full Disclosure

PCGS is required to disclose any outside activities or interests that conflict or may conflict with the best interests of Client.

PCGS is not an Attorney, nor licensed to practice law. Discussions that skirt legal issues should be interpreted as opinions, or things to consider. If legal advice is desired, consult an Attorney.

PCGS is not a CPA, nor a Tax Professional. Site planning sometimes will involve financial decisions. When Accounting or Tax advice is needed, contact a CPA or Tax professional.

Client maintains control of all decisions and should reject advice with which they do not agree.

PCGS can not control future events, therefore cannot be responsible for long-term outcomes of site planning, development, or marketing strategies.

PCGS Will Provide

1. Consulting and hands-on production for a wide variety of possible needs: WordPress best practices, Website planning, collaboration, research, art direction, design, photo editing
2. A backup of your original site before work begins if you already have a site.
3. Developer referrals when and where needed for greater functionality of your Website. Finding Client the right skill-set should custom programming be needed.

Client Will Provide

1. Expenses for hosting and domain name registration.
2. Original graphic files including any desired photographs or graphics.
3. Out-of-pocket expenses to third party vendors for any Client-approved additional software, plugins, services, programming, scripts, graphics or stock images that may prove necessary.
4. Assumes costs for additional security, site optimization for page-load improvements, maintenance and SEO as they may become necessary.
5. Collaboration for all creative and strategic aspects of this project.

Sales Tax

No California state sales tax is expected to be due. However, should PCGS discover that a sales tax charge is necessary, the Client will be responsible for the payment of such tax.

Domain Name and Hosting Location and Ownership

Unless otherwise arranged, hosting and domain name will be secured and owned by the Client. Permissions (host name, passwords, etc.) to access this site will be provided by the Client or their representatives.

Graphics, Photos and Written Copy

All Client-supplied graphics, photo images and written copy are understood to be the property of the Client.

PCGS will not be held responsible for any copyright infringements derived from any images submitted by the Client.

Any original graphic elements created by PCGS will become the property of Client.

Site Maintenance

Should the Client desire an ongoing site maintenance arrangement, fees will be covered in a separate agreement. Maintenance would include vital tasks such as WordPress and plugin updates, backups, security monitoring and simple site edits.

Arbitration

This Agreement, and any related Statements of Work, shall be construed in accordance with, and governed by, the laws of the State of California without regards to Conflict of Law principles. In the event of any dispute or disagreement with respect to the meaning, effect or interpretation of this Agreement or in the event of a claimed breach of this Agreement, the parties hereto agree that such dispute shall be determined by binding arbitration conducted by the American Arbitration Association pursuant to its commercial arbitration rules. The arbitration shall be conducted in Orange County, California, unless both parties agree in writing to a different location. The arbitration award is enforceable as a judgment of any court having proper jurisdiction.

Thank You!

Thank you for consideration and this opportunity to serve your business. If you have any questions or concerns with this agreement, please feel free to contact my office at your earliest convenience. I look forward this new opportunity and to a terrific creative relationship.

Wishing You Continued Success,
Priscilla Christian