



Priscilla Christian Graphic Services

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Client / PCGS WordPress/WPEngine Maintenance Plan Agreement

This document describes the nature of a Priscilla Christian Graphic Services [PCGS] Website Maintenance Plan Agreements

Fees and Terms of the Retainer

PCGS Maintenance plans are billed annually. You may cancel at any time but clients are billed each year on the anniversary from when the initial payment was made.

Client must provide and assume the cost of a WPEngine Hosting account for this agreement.

Payment for each maintenance plan can be made annually via check or credit card though 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 Maintenance Plan Overview

1. Various recurring services dependent upon which plan is purchased. The frequency of such services will vary from plan to plan.
2. Update of WordPress core files IF automatic updates are not enabled.
3. Update of WordPress plugin files.
4. Plans include varying amounts of site editing per year depending upon plan selected.

Client Will Provide

1. A WPEngine Hosted account (Hosting is not included in this agreement)
2. Access to WPEngine hosted site.
3. Annual payment.
4. Provide advanced notice in writing to to discontinue service.
5. Assumes costs for additional security, site optimization for page-load improvements and SEO as they may become necessary.

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.

Site Maintenance Plan Descriptions

Basic Maintenance Plan:

1. Quarterly plugin and WordPress core (if needed) updates
2. 30 minutes per quarter of site edits for a total of 2 hours per year (hours do not rollover to new year)

Plus Maintenance Plan:

1. Monthly plugin and WordPress core (if needed) updates
2. 20 minutes per month site edits for a total of 3.6 hours per year (hours do not rollover to new year)

Elite Maintenance Plan:

1. Weekly plugin and WordPress core (if needed) updates
2. 30 minutes per month site edits for a total of 6 hours per year (hours do not rollover to new year)

Arbitration

Any disputes in excess of \$5000.00 arising out of this Agreement shall be submitted to binding arbitration before the Joint Ethics Committee or a mutually agreed upon Arbitrator pursuant to the rules of the American Arbitration Association. The Arbitrator's award shall be final, and judgment may be entered in any court having jurisdiction thereof. The Client shall pay all arbitration and court costs, reasonable attorney's fees and legal interest on any award or judgment in favor of PCGS.

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