April 10, 2019

Name

company name

[Company address]

Website support contract

end user & freelancer

**WEBSITE SUPPORT AGREEMENT & CONTRACT WITH TERMS & CONDITIONS**

This agreement is hereby entered into between

*Your Company Name*

*Building 123,*

*Street xyz,*

*City, Town*

*Post Code*

*&*

*Freelancer Name*

*Building 123,*

*Street xyz,*

*City, Town*

*Post Code*

*Agreement Date*

**Agreed Cost per month**

|  |  |
| --- | --- |
| Description | Amount |
| Managed website support service | *£225* |
| VAT 20% | *£45* |
| **Final Amount Payable** | ***£270*** |

**Total Cost: *£270* (Including VAT)**

***Contract Start date:***

**Contract For**

*Freelancer name and website in question*

**Cost of Service**

*225 GBP* per month (Ex. VAT),

**Service Type**

Unmetered support for all the existing pages of the site all through the year, on a 12 month contractual basis

**Turnaround Time**

1 hour for basic issues/change, 2 to 3 hour for critical issues/changes, (Excluding Sunday’s)

**Support contact**

Freelancer name, email and phone

**Support Coverage**

This contract covers support of existing/new pages of website - change / delete / update, (pictures / text / existing functionality)

Word press CMS maintenance – upgrades / patches,

**Support Limitations**

As discussed with freelancer

**Contract Term & Notice Period**

This agreement shall be for an initial period of 3 months from the start date mentioned above and shall continue for subsequent periods of 3 months unless or until terminated by either party giving to the other at least 10 days written notice

**Invoice term**

As discussed with freelancer

**Confidentiality**

Each Party undertakes to

* keep confidential all Confidential Information;
* not disclose any Confidential Information to any other 3rd party
* not use any Confidential Information for any purpose other than as contemplated by and subject to the terms of this Agreement;
* This Agreement shall be governed by and construed in accordance with the laws of England.

**GENERAL**

* In an unfortunate event of termination of this contract Company will not be liable of any refunds of fees for the period already gone past or till the expiry of the period of the contract.

**Contract:**

An agreement dated this *date* between Company Name Limited (Registered in England with registration number *0001234*) and *Other Party name and address*, to supply Website support services described in this document at a total price of **£225** + VAT per month subject to the terms and conditions in this document:

|  |  |
| --- | --- |
| **For *Your company name*** | **For *Freelancer*** |
|  |  |
|  |  |