

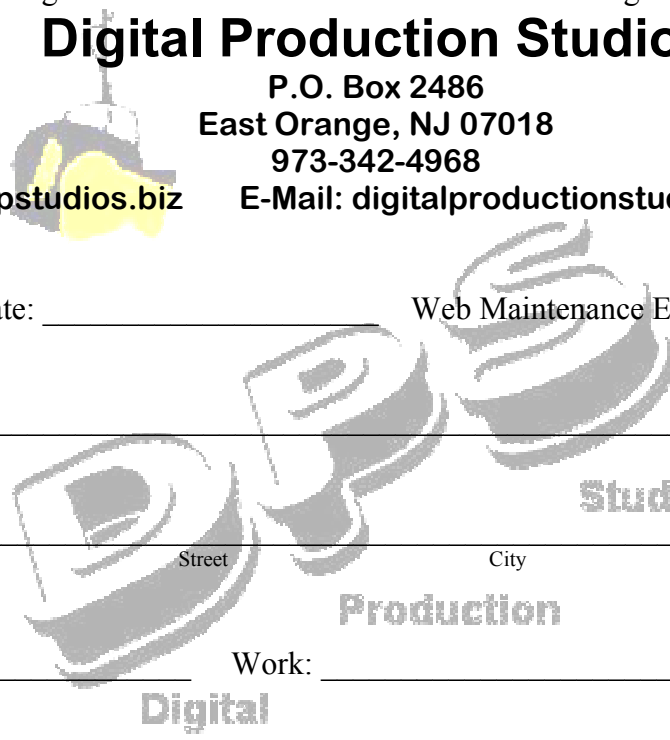
Digital Production Studios Web Maintenance Agreement

# Digital Production Studios

P.O. Box 2486  
East Orange, NJ 07018  
973-342-4968

Web: [www.dpstudios.biz](http://www.dpstudios.biz)

E-Mail: [digitalproductionstudios@hotmail.com](mailto:digitalproductionstudios@hotmail.com)



Web Maintenance Start Date: \_\_\_\_\_ Web Maintenance End Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature of Client: \_\_\_\_\_ Date: \_\_\_\_\_  
I have read and understand the terms of this contract

Signature of DPS Representative: \_\_\_\_\_ Date: \_\_\_\_\_

I desire Web Maintenance beginning with the date indicated above. I agree to pay \$480 for 12 update sessions scheduled over a one-year period (\$400 if this contract is included under the initial Web Design Contract). This can be renewed as needed. Each update session is valued at \$40.00.

I desire strictly scheduled Web Maintenance beginning with the date indicated above. Each update session will be automatically performed on the last day of each month, ready for public display by the first day of the next month. All material for the update session must be in our possession 5 days before the end of the month.

I desire Web Maintenance beginning with the date indicated above. Each update session will be at my request, not tied into any regular schedule. I agree to use up all 12 of my update sessions within one year from the date indicated above, or forfeit the unused update sessions. All material for the update session must be in our possession before the update session begins.

Initial of Client: \_\_\_\_\_

Initial of DPS Representative: \_\_\_\_\_

A copy of this signed contract will be mailed to the above Client address when all signatures have been obtained.

Digital Production Studios Web Maintenance Agreement  
**Standard Terms of Web Maintenance Contract**

**Regular Maintenance Agreement:** Digital Production Studios agrees to view the Web site once a month and alert the client if any update sessions are needed to bring the site up-to-date. This may include changing dates of copyright notice on the site, deleting references to events that have passed, requesting new content for events, photos, or news releases. The client may also initiate an update session after providing new content to be added to the site, including photographs, video clips (1 minute or less in length in wmv or avi format), sound clips (4 minutes in length or less in wav or aif format), text changes, document files in doc or txt format, up to five PayPal\* buttons or the equivalent of one Web page of material. Changes or additions that exceed those limits must be negotiated separately and may require additional fees.

**Additional Pages:** Additional NEW Pages added to a web design, which requires all page links to be updated, are \$100 per page, of which a \$50 (per page) deposit is required before work will commence on the additional page(s). The Client will privately preview the page on another temporary Internet location, and once approved, the balance for all additional pages is due prior to having them join the client's site and be linked to the existing site pages.

**Action Flyers and Banners during maintenance period:**

Under an agreement with [actionflyers.com](http://actionflyers.com), our clients with maintenance agreements may purchase 1 new Action Banner or Action Flyer per month for \$10, rather than the usual \$20, to be placed anywhere on the Web site by us during the update. Action Banner and Flyer designs must be described in writing. If photos are used, the Client must provide them.

No copyrighted material may be used unless the Client shows evidence of ownership or copyright permissions. We can provide public domain clip art on request. Once the Action Banner or Flyer design has been delivered to the Client, if we made an error in interpreting the Client's written design instructions, we will fix it without charge. Any additions or major revisions by the Client must be accompanied by payment for a new Action Flyer or Banner. Action Banner or Flyer background music or sound tracks are limited to 30 seconds. Silent Flyers or Banners are limited to one minute.

**Content to be maintained:** This content may consist of text, photos, one video clip (up to 60 seconds in length) per page OR one sound clip per page (up to four minutes of sound), up to five document files for download per page. All content is provided by the Client in web-ready form, e-mailed to [digitalproductionstudios@hotmail.com](mailto:digitalproductionstudios@hotmail.com). Hard copy to be scanned can be mailed or dropped off at the office.

- Text may be supplied either in Microsoft Word documents, or in text files.
- Photos should be either gif or jpg format. We can scan hard copy photos or flyers (up to 5 per session).
- Videos may be in avi or wma formats.
- Audio should be in wav or aif formats.

In addition, we can, according to the Client's **written** directions, provide links to Internet maps and driving directions to various locations. We can also provide hyperlinks to other sites affiliated with the client. We can provide internal bookmarked links to products the Client is selling. We can provide a link to a calendar service that the client must maintain OR we can provide the Client with an independent site calendar that we maintain and update under a strict monthly maintenance agreement (one maintenance per month on the last day of each month).

**Additional Services and fees:**

We can assist the Client in setting up a private Forum – fee \$200.

(See the forum linked to on [www.magicnook.com](http://www.magicnook.com) as an example)

We can assist the Client with obtaining royalty-free photos and video using our photographer/videographer.

(See [www.DPStudios.biz](http://www.DPStudios.biz) for examples.)

**USB Jumpdrive** - In order to maintain your Web Site, the entire site needs to be contained on a USB drive of sufficient size to hold the entire site and any updates made to it. You can provide us your site on a USB drive, or we can provide one for you at an additional one time cost of \$20.00 - \$40.00 depending on the size of your current site.

If we did not design the Web site, there may be additional charges to take over the site from the previous Internet Service Provider, or to acquire and apply a new domain name. These charges must be paid prior to starting this maintenance agreement.

This Agreement incorporates the entire understanding of the parties. Any modifications of this Agreement must be in writing and signed.