

Website Maintenance and Support Agreement

Date: [Insert Date]

From:

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Website Maintenance and Support Agreement

Dear [Client Name],

We are pleased to provide you with this Website Maintenance and Support Agreement outlining the services we will provide for your website, [Website URL]. The terms of this agreement are as follows:

1. Scope of Services

We will provide the following maintenance and support services:

- Regular updates and backups
- Technical support via email and phone
- Security monitoring and enhancements
- Performance optimization
- Content updates as per the plan

2. Agreement Term

This agreement is valid for a period of [Insert Duration] starting from [Start Date] to [End Date].

3. Payment Terms

The total cost for the services rendered will be [Insert Amount], payable [Insert Payment Terms].

4. Termination

This agreement may be terminated by either party with [Insert Notice Period] notice in writing.

5. Acceptance

If you agree to the terms of this agreement, please sign below:

[Client Name]

[Title/Position]

Date: _____

We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]