

Website Development Agreement

Date: [Insert Date]

From:

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Client Company Name]

[Client Company Address]

[City, State, Zip Code]

Subject: Website Development Agreement

Dear [Client Contact Name],

This letter serves as a formal agreement regarding the development of a website for [Client Company Name] by [Your Company Name]. The terms of the agreement are outlined below:

1. Project Scope

[Detailed description of the project scope, including key features and functionalities of the website.]

2. Timeline

Project commencement date: [Start Date]

Estimated completion date: [End Date]

3. Payment Terms

The total cost for development services is [Total Amount], payable as follows: [Payment Schedule].

4. Ownership Rights

Upon full payment, all rights to the website and its content will be transferred to [Client Company Name].

5. Confidentiality

Both parties agree to maintain the confidentiality of proprietary information exchanged during the project.

6. Acceptance

Please sign below to indicate your acceptance of this agreement and the terms stated herein.

[Client Contact Name]
[Position]
[Client Company Name]
Date: _____

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]