

Website Design & Development Agreement

EDITABLE TEMPLATE • CLIENT-FACING RESOURCE • ENGLISH

Project Details

- Project name: [] | Agreement ID: [] | Effective date: []
- Website type: business / e-commerce / booking / education / portfolio / other []
- Agreed platform / stack: WordPress / WooCommerce / other []
- Number of page designs: [] | Unique templates: [] | Languages: []
- Scope and included optional services are listed in the signed Statement of Work (SOW).

Services and Deliverables

- Discovery session, requirements review, reference sites, information architecture, UI/UX design and agreed revisions.
- Responsive layouts for desktop, tablet and mobile; implementation of the agreed pages, menus, header, footer and navigation.
- Domain/DNS and hosting setup or connection, HTTPS/SSL, basic access roles and security configuration. Third-party purchase and renewal costs are excluded unless expressly included.
- Contact forms, calls to action, social links, selected testimonials, portfolio, downloadable resources and newsletter integration where agreed.
- Basic technical SEO setup: clean URLs, selected page titles/meta descriptions, sitemap, robots directives, and Search Console/GA4 connection where access is provided. Ongoing SEO is NOT included.
- Reasonable image and loading performance optimization, accessibility-minded implementation, device/browser checks. No fixed PageSpeed score or guaranteed loading time.
- If e-commerce is in scope: WooCommerce configuration, product categories, variants, stock settings, cart, checkout, shipping methods, payment gateway and applicable tax settings as supported.
- If separately selected: bookings, memberships, multilingual functionality, SMS/CRM/API connections, custom dashboards, bulk product imports, content production, migration and business email setup.
- Admin handover and a []-minute training session covering content, products, orders and routine use.
- The SOW defines exact quantities, licenses, custom features, exclusions and acceptance criteria.

Client Inputs & Responsibilities

- Provide approved branding, copy, images, product data, policies and feedback by agreed dates.
- Provide secure access to hosting, DNS, CMS, payment/shipping services and analytics as needed; nominate one final decision-maker.
- Verify lawful rights to supplied assets, product information, terms, privacy notices and processing of customer data.
- Delays in materials or approvals can shift delivery milestones by written agreement.

Schedule, Reviews & Acceptance

- Deposit received and required materials complete: [date]. Initial demo: [date]. Target launch: [date].
- Included consolidated revision rounds: []. New features or changes beyond scope require written approval and may cost extra.
- Client review window after staging delivery: [] business days. Acceptance is based on the agreed SOW and operation of key user journeys.
- Ownership and agreed deliverables transfer after full payment, subject to third-party themes, plugins, fonts, stock assets and licenses.

Limited Post-Launch Support — No Ongoing Maintenance

- A limited []-calendar-day defect correction window starts on final acceptance. It covers reproducible bugs caused by the provider's in-scope implementation.
- The provider is NOT the permanent website administrator or support team. After that window there is NO obligation to provide ongoing WordPress/theme/plugin updates, backups, security monitoring, malware recovery, content entry, customer support or new functionality.
- Issues caused by client modifications, hosting or third-party failures, later updates, newly installed plugins and external attacks are excluded from complimentary fixes.
- Ongoing maintenance, response times and recurring support require a separate written support agreement and fee.

Fees, Changes & Termination

- Project fee and currency: []. Payment milestones: []. Tax treatment: [].
- Domain, hosting, plugins, external services and paid licenses: paid by [].
- Change requests, pauses, cancellation, refund policy, settlement for completed work and handover rules: [].
- Confidentiality, responsibility limits, dispute resolution and governing law/jurisdiction: [].

Client & Provider Details

- Client legal name / company: []
- Contact person, email and phone: []
- Service provider / brand: [Phosrank /]
- Website / project URL: []
- Agreement date and version: []

Approval

- Client name / signature / date: []
- Provider name / signature / date: []

IMPORTANT

This is an editable template, not legal advice. Adapt it to the project, applicable law and local requirements before signing.