

AGREEMENT

WEBSITE MAINTENANCE & MAGAZINE PRODUCTION

Maintenance Agreement:

This agreement is between **samax media, llc** and **Corporate Communications Group**, the Client. Client is contracting **samax media, llc** as a provider of website maintenance and magazine production. Services performed will be charged at a **monthly rate of \$300**. Work not included in this agreement can be charged as an individual quote or at a rate of \$85/per hour.

Services included in this agreement:

1. Create Landing page for quarterly giveaway: <https://ccgcreates.com/giveaway/>
2. Pull the list of registrants for each giveaway.
3. Change the giveaway page to reflect "Giveaway is closed, check back for our next giveaway"
4. Create Landing page for digital resource under Blog section of website: <https://ccgcreates.com/blog>
5. Update landing page with the current issue and move the last one to the archives at the bottom of the page: <https://ccgcreates.com/engage-magazine/>.
6. Regular and thorough backups of your site so that it may be fully restored in case of loss.
7. Monitoring your website functionality to ensure that everything is working as it should and upgrade where necessary. Some plugins may become outdated and no longer work with the newest version of your website software. Plugins may need upgrading to accommodate the newer version, or become obsolete with the improvements in the website software.
8. Downtime is highly inconvenient for any website owner and when it happens it is important to have someone on hand to help. We can assist you by liaising with the hosting company to sort out the situation as quickly as possible.

NOT included in this agreement:

1. Web site redesign, re-alignment or re-development equalling more than 50% change to web page, web site, web graphics on the website.
2. CMS design or integration including but not limited to blogs, shopping carts and web forums. These require a separate quote.
3. Work to be performed on sites other than ccgcreates.com.

Total Agreement:

samax media, llc shall provide Client with minor updates to the web site for an indefinite period of within this contract. The contract will be paid on a Monthly Basis with the 1st payment due as soon as initial work is complete and each payment due around the date of initial payment of each month. During the duration of this contract, the Client agrees that **samax media, llc** will be the sole provider of maintenance services for the web site, and no other party will have access to or rights to change the web site. If a party other than **samax media, llc** makes changes to the web site, any errors that are created must be repaired and will be charged for at the hourly rate specified above. Minor updates should not exceed more than 50% of the content on any single site page. The percentage is determined by **samax media, llc**.

Deadlines & Deliverables:

samax media, llc will respond to all maintenance requests from Client within 6 hours on weekdays and 18 hours on weekends, via email or phone, with a confirmation that the request was received, and an estimated completion date for each action item in the request. Maintenance requests received after 6:00pm may not be confirmed until the next business. Most work will be done within this time frame, this is mostly precautionary. **samax media, llc** will adhere to all quoted deadlines for the deliverables in the maintenance requests at all possible costs. In the event that **samax media, llc** has any issues in delivering on a quoted deadline, Client will be notified via email or telephone the reasoning for any change.

Additional Services:

Any revisions, additions or redesign Client requests **samax media, llc** to perform that is not specified in this document shall be considered "additional" and will require separate agreement and payment. **samax media, llc** shall advise Client on any requested work that falls within these bounds.

Authorization:

Client hereby authorises **samax media, llc** to access their web hosting account, providing active user name / password combinations for access to the server via FTP, assuring that 'write permissions' are in place on said hosting provider.

Legal:

This Agreement shall be governed by and construed in accordance with the laws of the United States applicable therein.

Acceptance of Terms

Corporate Communications Group 800 Commerce Dr., Upper Marlboro, MD 20125 P 301 324 3609 E mimarcian@ccgcreates.com	Primary Contact Michael Marcian	Effective Date 10.09.2018
► Website Maintenance Services for ccgcreates.com		\$300.00
Total incl.tax		\$300.00 / month

Print name

Position

Sign here to approve — Signing means you agree to the terms of this document

Date

Questions or concerns, please call and let's clarify.