



Virtual assistance polished to perfection.

Project Proposal for Five Fold Ministries, Inc.'s Web Site Redesign Project

January 1, 2010

Client:
Five Fold Ministries, Inc.
333 Lee Highway
Falls Church, VA 22040
(777) 777-7777

Enclosed are the elements of the proposal.

Financial:

100% payment is due before start of project. Preferred method of payment is by PayPal at www.PayPal.com for the account of client (included on separate cover letter in red) or check sent to the client address (included on separate cover letter in red) and made out to **Gemstone Business Solutions**. If you have any questions regarding this payment option, please contact me using this information.

Work begins as soon as I receive payment and reference/research materials. (Note: if for any reason Client cancels the project before completion, a kill fee of 50% of total project fees will be applied.

Pricing:

Pricing is included in detail and line-by-line on Page 4 of this Proposal. Actual dollar amounts are included.

Materials:

Client needs to supply me via email or phone with:

- Login and password to domain registrar (**Godaddy – already have given**) to connect with new DNS servers

- All files on MobileMe which were saved to a CD (**completed**)
- Any and all photos (both online and offline) to be used with captioning included (**completed**)
- New web hosting information with login and password (recommendation: www.hostgator.com) which will be created by Gemstone Business Solutions when payment arrives
- Any updated and preferred text for each of the 13 published web pages and the 28 unpublished pages (**completed upon arrival of CD**)

Additional work which I, Leisa Good of Gemstone Business Solutions, will do upon completion of project:

- Proofreading and spell-check performed for any non-converting characters
- Automatic design and graphics checkers performed
- Web site viewed in 14-different browsers including Internet Explorer, Firefox, Opera, and Safari
- Search Engine Optimization keywords to match plug-ins
- Troubleshooting of entire site upon completion and launch
- Web site's email accounts will be re-forwarded to new pastor or administrator
- 1 hour of hands-on instruction on how to use web site
- 30 minutes of hands-on instruction on how to use Aweber
- 30 minutes of hands-on instruction on how to use GenBook scheduler

Deadline: January 15, 2010 for materials to be delivered and payment made for work **to begin**.

(Notes: The deadline is also contingent upon Client's delivering the above-mentioned materials as well as promptly responding to any questions I may have. I generally set a deadline that includes extra time for unexpected events such as power outage. **The work may well be finished long before the deadline.**)

The terms and conditions stated in this Project Proposal are guaranteed through March 30, 2010 (If the start of the project is delayed beyond this date, a new fee may need to be negotiated).

The web site will need to be completed by March 30, 2010 at the latest with any unexpected delays (power outages, sickness).

Guarantee:

Up to two (2) reasonable revisions of the web site and its content within 30 days of the final delivery of March 30, 2010 of the project are included at no extra cost to Client. Any **major** change may result in a Change Order, with additional fees as applicable. Reasonable revisions are defined on Page 5 of this Proposal.

If and when you request revisions, please put "Revision 1" and "Revision 2" in the subject line of the email.

Method:

Using the photos and text already in the current web site, I will redesign the web site in Word Press. The web site will be designed in WordPress using the HTML editor kompozer with CMS available.

Ownership:

Once paid in full, the Client, Five Fold Ministries, Inc., retains copyright of all work-for-hire. Upon completion, logins and passwords to all accounts, web hosting, and web domain accounts maybe reset by the Client unless otherwise instructed.

Indemnity:

You, the Client, Five Fold Ministries, Inc., hold me, Leisa Good of Gemstone Business Solutions, harmless against any liability anywhere in the world that results in any way from your use of my web design services, editing, copywriting, and troubleshooting.

1. You, the Client, Five Fold Ministries, Inc., are alone responsible for the legality of the final web site with content and design, including, but not limited to, copyright issues, use of testimonials, and any resulting matters of libel.

2. If anyone, anywhere, buys and/or uses Client's product or service, and subsequently sues Client or anyone else, Client holds me, Leisa Good of Gemstone Business Solutions, harmless.

3. Should I, Leisa Good of Gemstone Business Solutions, incur any cost(s) because of regulatory action, including, but not limited to, legal and travel expenses, you, the Client, Five Fold Ministries, Inc., will reimburse any and all such costs.

Samples of my work:

In order to promote my business, it is essential that I provide samples of my work. You understand that I may ask for samples of the finished project as well as response rates and any other measurement data. (Names and other identifying details can be changed to protect your privacy.) If you do not wish me to do this or place a link at the bottom of the web site, please let me know before completion of the project.

Gemstone Business Solutions would also be willing to update the web site on a monthly a fee of \$35 an hour (the accumulated hours of miscellaneous updates) after all training is given beginning in June 2010.

Testimonials and referrals are greatly appreciated. Should a testimonial be given, a separate form will need to be submitted for that with a disclaimer place on the bottom.

A retainer proposal also be worked out among the two parties once the initial proposal and contract are agreed upon.

