



Website Information Form

This is not a contract but an understanding of expectations of doing business with Dink Websites.

(Websites can be complete within 3-4 weeks once ALL information is received)

Business Name: _____

Address: _____

Business Phone: _____

Domain Information:

If you do NOT have a Domain name already purchased, please provide 3 choices you would like and I'll see if they are available.

www. _____

www. _____

www. _____

If you do have a domain purchased, please provide the following:

Domain Name is: www. _____ Domain Hosting Company _____

Domain Host Login Information: *This is needed to make your website live.*

User Name: _____ Password: _____

Website Design

Is there a particular website you have in mind that you like the layout or information that could be useful for your site? If so, please provide it below.

Is there a color theme you would prefer? If so, please provide three colors.

Photos and Logo:

Please email photos and logo(s) to dinkwebdesigns@gmail.com

Please make sure all photos are owned by you and good quality.

Initial Website Fee: \$1,100 (5 Page web design Including 12 months website hosting)

\$150 per additional page (I want ____ additional pages)

\$_____ Total Amount Due

Website Hosting: \$36 per month / \$440 paid annually. *Monthly payments are not available.*

Change Fees: \$35 Per change fee (30 min or less). Anything over 30 min of time will require an additional charge and will need to be discussed.

Payment Authorization and Instructions

Clients will receive their first invoice 11 months after the site goes live.

Invoices will be emailed via Square. You may pay by credit card or may mail a check to the following address: 327 Fern Valley Road - White House, TN 37188

Late Fees: If company fails to provide payment by the due date, two reminders will be sent via email. 60 days past due will result in a \$50 charge. 90 days past due with no response will result in deactivation of website. A \$200 reactivation fee will apply to any website which has been deactivated for less than 30 days due to non-payment. Deactivations over 30 days will not be able to be retrieved.

Any changes in email or phone number to contact customer should be provided to Dink Websites for successful communication.

If you agree to these terms, please provide the following:

Signature _____ Date _____

Print Name _____

Check here if you would like to be set up on automatic payment for continued annual website hosting.

Disclaimer: *Dink Website Designs is the builder of each website. Hosting is supported through a third-party company and rely solely on the third-party company to continue activation of all website designs for their hosting. Dink Website Designs / Deanna Smith is not responsible, nor will a refund be available to the client if the third-party company is no longer in business, resulting in the deactivation of your website (highly unlikable). If Dink Website Designs goes out of business for whatever reason, the business will either be sold to another party or the customer will be notified that their website will be dissolved upon the end of their hosting renewal / up to 12-months notice, whichever comes first.*

Websites are not transferrable to other hosting companies and all changes must be submitted to Dink Website Designs.

Send this form to dinkwebdesigns@gmail.com

Contact Deanna Smith at (615) 574-8877