# Website Build and Management Agreement

Complete this page and attach the dated quote before signing.

**Service provider legal name (doing business as Detroit Websmith)**

**Client legal business name**

**Client billing and notice email**

**Website or domain**

**Attached quote number and date**

**One-time total from quote (USD)**

**Deposit and due date, if any**

**Website management (choose one)**

- ☐ Monthly management
- ☐ Client-managed at launch ($250 handoff)

**Monthly total and add-ons (USD)**

**First charge date and monthly renewal schedule**

## Scope and approvals

Detroit Websmith will deliver the pages, features, and services in the attached quote. Work starts after both parties sign and any agreed deposit is paid. The client supplies materials, access, and approvals on time and confirms that Detroit Websmith may use the materials. Detroit Websmith will get written approval for changes to the price, scope, or schedule before starting extra work.

If the client stops the build before launch, Detroit Websmith will itemize completed work and approved costs already incurred, up to the agreed price for that work. Payments are credited against that amount and any unused balance is returned.

## Billing and monthly service

The quote lists setup fees, add-ons, due dates, and known provider costs. It also lists the hosting, updates, support, and editing allowance included in any monthly plan. Detroit Websmith charges once for work already covered by a bundle or another line item.

Monthly service renews month to month at the agreed amount and schedule until it ends. Automatic charges require separate payment authorization. Detroit Websmith will give written notice at least one full billing cycle before a price change. The client can cancel before the change takes effect.

# Ownership, handoff, and payment

## Website ownership

The client keeps ownership of the materials they supply and permits Detroit Websmith to use them to provide the service. Upon full payment for the custom deliverables identified in the quote, Detroit Websmith assigns to the client the copyright it owns in those deliverables. Studio tools and third-party materials remain subject to their licenses.

The quote identifies who controls each account and any transfer limits. The client should be the domain registrant where the provider allows it.

## Cancellation and handoff

Email hello@detroitwebsmith.com before renewal and name the services to cancel. Detroit Websmith will confirm the end date. Cancellation ends future renewals, routine updates, and support at the end of the paid period. Studio hosting can end then even if the move is still underway. Silence, a failed payment, or a move to another provider does not count as a cancellation request.

The **$250 upfront handoff** applies if the client takes over before paying for any month. After at least one paid month, ending monthly management triggers a **required one-time $179 handoff fee**, even if the client moves the site independently. Detroit Websmith bills it separately. Renewals stop on schedule even if the fee is unpaid.

The handoff covers site files, transferable access, available exports, and instructions for hosting and renewals. Detroit Websmith can work with an authorized provider. Some features may need a new account, license, or setup after the move. Detroit Websmith keeps paid files and exportable data it controls for at least 30 days after hosting ends and gives notice before deleting those copies.

## Missed payments

Detroit Websmith may pause unpaid build work or hold launch. If a hosted service invoice is overdue, Detroit Websmith will send notice to the billing email in the agreement and give the client at least 14 calendar days to pay before suspending or ending the affected service. Detroit Websmith may act after that deadline if the client does not reply. The hosted site or add-on may go offline.

If Detroit Websmith ends management for nonpayment after at least one paid month, the $179 fee applies. An unpaid handoff invoice alone does not shorten a paid hosting period. To dispute an invoice, email the invoice number and the amount in question. Detroit Websmith will review the dispute. Undisputed amounts stay due.

# Access and signatures

## Emergency suspension and access

Detroit Websmith may act immediately to address a compromised login, active abuse such as phishing or malware, or a serious threat to its hosting or other customers. It may also act immediately if required by law, a court order, or a hosting provider. Detroit Websmith will limit the restriction to the affected account, feature, or hosted site where practical and notify the client as soon as it can legally and safely do so.

Detroit Websmith will restore suspended service as soon as reasonably practicable once the issue is resolved and the plan is still active. When service ends, Detroit Websmith may turn off its hosted copy and revoke access to its own systems. The client keeps ownership of paid work. Detroit Websmith will leave client-owned domains, mailboxes, and independently hosted copies under the client's control, subject to applicable legal requirements.

## Outside providers

Outside providers set their own fees, terms, and retention periods. The quote identifies who pays for and renews each service. Search rankings and uninterrupted availability are not guaranteed.

## Agreement and signatures

The signed agreement and attached quote apply to the work. Changes require written approval by both parties. The signers confirm they have authority to sign for their respective businesses and agree to sign electronically if they choose that method.

**Client**

Signature

**Printed name and title**

**Date**

**Detroit Websmith**

Signature

**Printed name and title**

**Date**