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Date
February 25, 2026

Prepared For
Cotter Construction Company

Project Scope	Estimated Costs
Website Design & Development Wordpress Elementor Home 3 Interior Pages 8 Project Pages Inquiry Form	\$3500.00
Monthly WordPress Updates Includes plugin, theme, Wordpress updates	\$35/month
GoDaddy Hosting Recommendation Hosting for WordPress Basic - Includes: <ul style="list-style-type: none">- SSL Certificate- Weekly backups- Site Security- CDN for faster performance	\$179.88/year

Approved By:

_____ On _____

Thank you! Please note this estimate will be honored for thirty (30) days from the above printed date.

GENERAL WORKING AGREEMENT – This document defines the terms and conditions of our working relationship. All projects or services that DESIGNER may be contracted to produce or provide for CLIENT will be subject to the following:

WORKING/BILLING PHASES:

Websites:

Based on our experience with long-term design communications projects, we have found that it is mutually advantageous to handle each project in logical working/billing phases. Concept revisions, extensive alterations, or a switch in marketing objectives sometimes makes it impossible to accurately estimate in advance the total cost of a project. Planning the work, cost estimating, and billing in several phases permits DESIGNER or CLIENT to adjust for such revisions/or halt work before completion if a project is postponed or canceled. Any canceled project is billed only through phases and/or portions of phases that were actually completed by DESIGNER. Phases include initial phase - 50% of estimate, design completion – 25% of entire estimate and the last phase, completion of project resulting in remaining 25% of project estimate due. For each project, CLIENT will receive a proposal/estimate outlining the project specifications and our proposed scope of services and working/billing phases. Each proposal estimate will contain a project budget, which includes estimated fees for professional services and separate itemized costs for anticipated out-of-pocket expenses. We will begin work upon CLIENT'S approval of the written estimate and payment of 50% project estimate. Your written approval will constitute an agreement between us.

Print:

An invoice will be rendered after (30) days from the date of this signed contract, whether or not the project has been completed in full. After that, the Designer's work will be billed on an hourly basis.

PAYMENT/ESTIMATES – The fees and expenses shown are minimum estimates only. Final fees and expenses shall be shown when the invoice is rendered. Estimated cost does not include professional and/or stock photography, illustration, or printing. The Client's permission shall be obtained for any increase in fees or expenses that exceed this estimate. CLIENT agrees to pay DESIGNER in accordance with the terms specified in each proposal/estimate. Our terms for this project are net 30 days. Unless otherwise specified, all subsequent balances due are payable upon art approval. Interest on past due balances is 18% per annum or 5% per month. We reserve the right to refuse completion or delivery of work until past due balances are paid. Estimate: Billing will reflect the actual costs incurred. Valid for only 30 days from date on estimate. Client requested changes will be billed additionally. The client will be notified of any price changes.

OUT-OF-POCKET EXPENSES – Fees for professional services do not include outside purchases such as, but not limited to, printing, photography, color printouts, laminating, illustrations, separations, shipping and handling or courier service. Expenses are itemized on each invoice. Expenses are subject to Virginia sales tax unless 1) You are a nonprofit organization; or 2) the work is for resale and you have submitted a resale certificate to DESIGNER. If consultant or supervisory services are required in out-of-town locations, we will bill lodgings, meals, and transportation at cost. Reimbursement for mileage is calculated at current allowable rates.

REVISIONS AND ALTERATIONS – New work requested by CLIENT and performed by DESIGNER after a proposal/estimate has been approved is considered a revision or alteration. If the job changes to an extent that substantially alters the specifications described in the original estimate, we will submit a proposal revision memo to you, and a revised additional fee must be agreed to by both parties before further work proceeds. Author's alterations and other copy changes requested after layouts or mechanicals are completed are billed at standard hourly rates. Revisions requested after the completion of the project will be billed at \$150/hour, unless agreed upon otherwise. An estimate will be prepared and approved before revisions will begin.

OVERTIME – Estimates are based on a reasonable time schedule, and may be revised to take into consideration your "Priority Scheduling" requests requiring overtime and weekends. Knowledge of your deadlines is essential to provide an accurate estimate. In addition, some outside suppliers charge a 100% to 200% markup on overtime after 5:30pm and weekends.

NATURE OF COPY – CLIENT agrees to exercise due diligence in its direction to us regarding preparation of materials and must be able to substantiate all claims and representations. You are responsible for all trademark, service mark, copyright and patent infringement clearances. You are also responsible for arranging, prior to publication, any necessary legal clearance of materials we prepare.

ERRORS AND OMISSIONS – It is the CLIENT'S responsibility to check proofs carefully for accuracy in all respects, ranging from spelling to technical illustrations. DESIGNER is not liable for errors or omissions. Your signature or that of your authorized representative is required on all mechanicals or artwork prior to release for printing or other implementation.

TELECOMMUNICATIONS – CLIENT shall pay for all transmissions charges. The DESIGNER is not responsible for any errors, omissions or extra costs resulting from faults in the telephone, cable, satellite network or from incompatibility between the sending and receiving equipment.

PROPERTY AND SUPPLIER'S PERFORMANCE – DESIGNER will take all reasonable precautions to safeguard the property you entrust to us. In the absence of negligence on our part, however, we are not responsible for loss, destruction or damage or unauthorized use by others of such property. We will use our best efforts to ensure quality and timely delivery of all printed pieces. Although we may use our best efforts to guard against any loss to you through the failure of our vendors, media, or others to perform in accordance with their commitments, DESIGNER is not responsible for failure on their part. If you select your own vendors, other than those recommended by us, you may request that we coordinate their work. If at all possible, we will attempt to do so, but we cannot in anyway be held responsible for quality, price, performance or delivery.

RIGHTS OF OWNERSHIP – Once a project has been delivered by us and is fully paid for by CLIENT, DESIGNER will assign the reproduction rights of the design for the use(s) described in the proposal. DESIGNER will also supply CLIENT with the files needed to reproduce the designs, if requested. Notwithstanding the provisions of the Copyright Law of 1976, all design and artwork—including, but not limited to, photography, illustrations, or other creative works—created by DESIGNER or by independent contractors retained by CLIENT and contracted and purchased through DESIGNER, shall be owned by CLIENT upon full payment. CLIENT shall retain ownership rights to such work. DESIGNER reserves the right to photograph and/or distribute or publish any work created for CLIENT, including mockups and comprehensive presentations, for the firm's own promotional and marketing purposes, including but not limited to portfolios, newsletters, brochures, slide presentations, and other similar media. DESIGNER agrees to store digital project files for a period of six (6) months beyond delivery, after which time the files may be discarded at DESIGNER's discretion.

TERM AND TERMINATION – The term of this agreement will continue for work in progress until terminated by either party upon thirty (30) days' written notice. If CLIENT directs DESIGNER to cancel, terminate, or place on hold any previously authorized purchase, DESIGNER will promptly comply, provided CLIENT holds DESIGNER harmless for any costs incurred as a result. Upon termination, DESIGNER will transfer to CLIENT all property and materials belonging to CLIENT that are in DESIGNER's control and for which CLIENT has paid. CLIENT will hold DESIGNER harmless for any loss or expense, including attorney fees, arising from the creation and publication of materials that DESIGNER prepares for CLIENT and CLIENT approves in writing before publication.

PRODUCTION SCHEDULES – Production schedules will be established and adhered to by both CLIENT and the DESIGNER, provided that neither shall incur any liability, penalty or additional cost due to delays caused by a state of war, riot, civil disorder, fire, labor trouble or strike, accidents, energy failure, equipment breakdown, delays in shipment by suppliers or carriers, action of government or civil authority, and acts of God or other causes beyond the control of the Client or the Designer. Where production schedules are not adhered to by the Client, final delivery date or dates will be adjusted accordingly.

ADDITIONAL PROVISIONS – The validity and enforceability of this agreement will be interpreted in accordance with the laws of the State of Florida applicable to agreements entered into and performed in the State of Florida. This agreement is our entire understanding and may not be modified in any respect except in an executed agreement. If we must retain attorneys to collect our invoices, we will be entitled to reasonable attorney's fees, court costs, and interest at the maximum rate permitted by law.

CANCELLATIONS – In the event of cancellation, CLIENT shall retain ownership of all copyrights and original artwork for all portions of the work that have been contracted and paid for. DESIGNER shall retain ownership of all copyrights and original artwork for any portions of the work that remain unpaid. A cancellation fee for work completed to date—based on the contracted price and any expenses already incurred—shall be paid by CLIENT.