

WELCOME

Hey there,

Thank you for choosing to work with us. We're thrilled to have the opportunity to bring your vision to life. Below, you'll find everything you need to get started smoothly.

AGREEMENT:

You will receive the agreement via email/phone for an electronic signature. Once you complete signing, a fully executed copy will be available for you to view and download anytime through your dedicated client portal. This ensures easy access to your contract throughout our collaboration.

INVOICE:

The first Invoice is attached to the email along with this document. You can pay via bank transfer or directly through a payment link via stripe.

CLIENT PORTAL LINK: [PORTAL ACCESS]

Welcome to your personalized Client Portal! This is your dedicated space to stay connected with us and track every stage of your project in one convenient place. Inside, you'll find:

- **Project Overview:** A summary of your project goals, timelines, and key deliverables.
- **Documents (Agreements & Invoices):** All your important paperwork in one place. Easily review signed agreements and manage invoices.
- **Project Timeline & Updates:** Stay informed with real-time updates on your project's milestones and progress. View a detailed timeline, upcoming tasks, and key dates to ensure everything is on track.
- **Media Deliverables:** Access your project's files, including drafts, final deliverables, and reference materials. All content will be organized and readily available for your review and download.
- **Contact:** Need assistance or have questions? Here's how to reach us.

The Client Portal is designed to make your experience with us as seamless and transparent as possible.

CLIENT AGREEMENT

LUXE WEB STUDIO LLC

1.AGREEMENT

This agreement contains the entire understanding between the AGENCY and the CLIENT. It supersedes all prior and simultaneous agreements between the parties. The only way to add or change this agreement is to do so in writing, signed by all parties. In the event that any part of this agreement is found to be invalid or unenforceable, the remainder of this agreement shall remain valid and enforceable. Any agreement to waive one or more provisions of this agreement or any failure by one or both parties to enforce a provision of this agreement shall not constitute a waiver of any other portion or provision of this agreement.

Website Design Services

The AGENCY agrees to design and develop one custom website for the CLIENT based on the selected package. Services include:

- Custom website design
- Mobile Responsive Design
- Basic SEO Setup
- Contact Form Integration
- Speed Optimization
- Domain & Website Launch
- Up to 3 revision rounds

PAYMENT

25% non-refundable deposit is due before work begins.

The remaining 75% balance is due upon project completion and before the website is launched or ownership is transferred.

Final payment is expected within 4-7 business days, depending on the agreed project timeline.

Website launch may be delayed until the final balance has been received

RESPONSIBILITY OF THE AGENCY

The Agency will implement any consent form/banner on the website and configure it to apply user content choices as provided and approved by the Client.

The Agency will integrate and control any non-essential scripts (e.g., analytics/marketing tools) so they activate only according to the selected consent options.

The Agency will test the consent functionality across relevant browsers/devices before the site goes live.

The Agency does not control third-party providers or their data practices and therefore cannot guarantee their compliance or performance.

If changes are required within the agreed scope, the Agency will update the consent configuration based on the client's instructions.

5. RESPONSIBILITY OF THE CLIENT

The CLIENT acknowledges the responsibility for the following:

- Organized / safe space for content production
- Maintain professionalism and assist with production in recording day if needed
- Give a clear outline to the content they wish to produce for a given recording day
- Pay all invoices on time

6. OWNERSHIP AND USE OF VIDEO AND RAW DATA

The Agency may use raw data provided by the Client (e.g., consent-related inputs, settings, or project files) solely to perform the website/consent implementation work as agreed. Any raw data access is limited to what is necessary for the project. The Agency will keep such data secure while it is in its possession and will retain it only for the duration of the project/support period as agreed.

7. DATA BACKUPS

The Agency may create backups of any raw data it receives solely for security and business continuity while providing the website/consent implementation services. Backups will be protected using reasonable safeguards, retained only as long as necessary, and deleted or returned in line with the agreed project/support timeline.

8. REVISION ROUNDS

The Agency will include a defined number of revision rounds to the consent form/banner implementation based on Client feedback and approved requirements.

Each revision round applies to changes within the agreed scope and does not include major rework caused by new requirements, additional tools, or significant scope expansion.

Additional revisions beyond the included rounds (if any) will be handled only if agreed by both parties, typically at the Agency's then-current rates.

9. TERM AND TERMINATION

Term and Termination

The agreement starts on the effective date and continues until the agreed website/consent work is completed, unless terminated earlier.

Either party may terminate for convenience with prior written notice, or for cause if the other party breaches and does not cure within a reasonable period.

Upon termination, the Client will pay for work completed up to the termination date.

10. CONFIDENTIALITY AGREEMENT

Both parties agree to keep confidential any information, data, or materials that are proprietary or sensitive and not to disclose such information to third parties.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of United States Of America

12. SIGNATURES

Client Signature: _____ Date: _____

Agency Signature: _____ Date: _____