



Maintenance Sheet

...casting a spell worldwide

Website Design, Pre-Design, Domain Registration, and Maintenance

By completing this form, you are providing critical information required to modify and/or update your website in a successful manner.

① Contact Details

Your Name:

Your Co. or Affiliation Name:

Address:

City/State/Zip:

Telephone:

Email:

② Document the Page Name and the changes you would like to that specific page in the box below.

(Ex.) correct the spelling of our owners name, should be John Jones

③ Check the appropriate box for the level of service acquired.

* 30 Day Complimentary Period (**MINOR UPDATES**)

* **Monthly Web Maintenance (MINOR UPDATES)**

* **Gold Web Maintenance (CORE UPDATES)**

Are there any other comments/specific ideas we should keep in mind while designing or maintaining your website?

The undersigned hereby agree to the terms, conditions and stipulations of all agreement(s) on file on behalf of his or her organization or business. This Agreement constitutes the entire understanding of the parties. Any changes or modifications thereto must be in writing and signed by both parties.

Present WWW URL (if any):

④ **AGREED TO:**

By Client Initial in the box and sign below

Consent – Signature Required

Duly Authorized

JVP Flyer & Web Designs Name: _____ Date _____

It's Authorized Representative

