SERVICE AGREEMENT

Website design & hosting

Three-page static websites for businesses, professionals and individuals. All amounts are in Trinidad and Tobago dollars (TT$).

Provider: Syslog Labs | Pedro Randal Thomas
Call / WhatsApp: 868-753-9322 | **Additional contact:** 868-356-5654 | **Email:** sysloglabs@gmail.com

1. Client and project details

Client / business name: _____

Authorised contact: _____

Email: _____ Telephone: _____

Project / website name: _____

Domain name (existing or proposed): _____

Quotation reference: _____ Agreement date: _____

2. Select one package

Selection / hosting term	Package price	50% deposit	Balance
☐ 1 year (12 months)	TT$2,000	TT$1,000	TT$1,000
☐ 2 years (24 months)	TT$2,500	TT$1,250	TT$1,250
☐ 3 years (36 months)	TT$3,000	TT$1,500	TT$1,500

Each package includes one website build plus the selected hosting term. Hosting begins on the launch date. Hosting renewal after that term is TT$600 per year. Domain names, email subscriptions and paid third-party services are separate.

3. Agreed pages and charges

Page 1: _____ Page 2: _____ Page 3: _____

Approved extras / quotation attachment: _____

Package price: TT$ _____ Approved extras: TT$ _____ Project total: TT$ _____

Deposit (50% of package price): TT$ _____ Balance due before launch: TT$ _____

Domain / third-party charges, paid separately: TT$ _____

Balance due before launch = the package balance plus any approved extras (see section 7).

SCOPE & OPTIONAL SERVICES

What your package covers

4. Included services

- Three static pages: Home, About and Contact, or the three equivalent pages agreed on page 1.
- A professional layout in your preferred colours, responsive for phones, tablets and desktops.
- Placement of your supplied logo and up to 10 supplied photographs across the entire website.
- A WhatsApp chat button, clickable telephone and email links, and social media profile links.
- Basic search-engine setup: page titles, descriptions and image descriptions; HTTPS certificate.
- Two consolidated revision rounds before launch; hosting for the selected term; a stored copy of the deployed static website for restoration.

5. Content you provide

Before development begins, provide final text for each page; your business or personal introduction; contact details, hours and social links; your logo, if available; up to 10 photos with any captions and placement preferences; and your preferred colour scheme. Example websites are welcome.

Syslog Labs arranges the material into a suitable layout. You are responsible for its accuracy and for having permission to use supplied text, photographs, logos and other material.

6. Optional services and prices

Service	Price
Additional standard page using the existing design	TT$350 / page
Up to 5 extra photos, optimised and placed	TT$150 / batch
Additional revision round before launch	TT$200
Small content update after launch (up to 30 minutes)	TT$150
Static catalogue: one page with up to 10 products	TT$600
Additional catalogue products	TT$40 / product
Basic contact-form setup	TT$350
Business email setup: domain configuration, up to 3 mailboxes	TT$300

Catalogue prices assume you supply product names, descriptions, prices and images; catalogue images are covered by the catalogue fee. Static catalogues do not include checkout or client self-service editing.

Email subscription fees and any paid form-service charges are separate. Copywriting, logo design, extensive image editing, online stores, payments, bookings, logins, databases and other backend features require a separate quotation. Extras must be approved in writing before work begins.

TERMS & ACCEPTANCE

How we work together

7. Payment and delivery

A deposit of 50% of the package price is due before development begins. The balance and approved extras are due before launch. Domain and third-party purchase charges must be paid before purchase. Estimated delivery is 7-10 business days after receipt of the deposit and complete content. Delayed content or approvals move the completion date.

8. Revisions and scope changes

Each revision round is one consolidated list of changes to the agreed design. Two rounds are included before launch. Further rounds cost TT$200 each. New pages, new features or a substantial change to an approved design require a separate quotation and may change the delivery date.

9. Domain, hosting and renewal

Domain registration and renewal are separate and quoted for approval. The domain is registered in the client's name, with the client retaining ownership. Hosting starts at launch and renews at TT$600 per year after the included term. Domain, email and other paid services renew separately. Renewal reminders will be issued before expiry; services may be suspended if renewal payment is not received by the expiry date.

10. Support and maintenance

Implementation errors reported within 30 days of launch will be corrected at no charge. Hosting includes a stored copy of the deployed static website for restoration. Ongoing edits, new photographs, redesigns and additional features are separately chargeable. Search rankings and visitor numbers are not guaranteed.

11. Ownership and transfer

After full payment, the client owns the completed custom work and may request a copy of the website files. Third-party assets remain subject to their licences. Assistance transferring to another host requires a separate quotation. Portfolio display requires client permission.

12. Cancellation and quotation validity

If the project is cancelled, completed work and approved third-party expenses are charged against payments received. Any remaining unused balance will be refunded. Individual project quotations are valid for 30 days. Any change to this agreed scope or charges must be recorded in writing and accepted by both parties.

Acceptance

By signing below, both parties accept the selected package, completed project details, approved extras and the terms on all three pages. Complete the project details and attach the accepted quotation before signing.

For the client

Name: _____

Signature: _____

Date: _____

For Syslog Labs

Name: _____

Signature: _____

Date: _____

Portfolio permission (optional): ☐ Yes ☐ No

May Syslog Labs display this completed website in its portfolio?