

Sennep Ltd.  
Disney Street 6  
London SE1 1JF

22<sup>nd</sup> February 2008  
Submitted to: Stuart Jackson, Sennep Ltd.  
Submitted by: Lies Veldeman, David&Lies Ltd.

## CONTRACT

### SENNEP SITE

Dear Stuart,

We would like to record the terms of the agreement that we have come to at this stage. The following has been agreed between us:

David&Lies is to design a Flash website for Sennep based on our written proposal and will have the following sections.

#### Home

Will include:

- News items (3-5) → Archive
  - The most recent news items ordered chronologically with a link to the archive for older news items
- Sign up to newsletter
  - A link for users to subscribe to the newsletter by filling in their e-mail address
- Small link to blog
  - Possibly at the bottom of the page, links to a different site, perhaps a wordpress page

#### Portfolio

A summary of your accomplished work, visually represented to the user via pictures, a link to the website and a description of the project. We will also investigate the possibility of using walkthrough videos instead of pictures to show the websites.

Organised in two categories:

- Websites (+ awards)
- Installations

#### Publications

Pictures of articles and books featuring Sennep.

- Press (Visual)

## Contact

Will include:

- Contact details (address, telephone number, email)
- Contact form
- Recruitment page (if possible with a skill system where people can fill in a standardized form documenting their skills for future reference)

## About

Presented with a random element giving the site a personality

Will include:

- Short paragraph (about Sennep)
- Services

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The cost is based on what's stated above and the attached sitemap. The website will be designed accordingly.

You understand the restrictions and obvious benefits involved in having a Flash website: for example browser back button doesn't work and body copy is not picked up by search engines.

The work is to be completed in two phases; a concept phase and a design phase. On presentation of the design direction we will discuss and agree any amendments that the site will require. The fee includes three rounds of changes to the design direction.

You have agreed to pay us a fee of £28,800 (fake money will be accepted) for the work, 20% of which is payable immediately, 40% on sign off of the overall design direction and the remaining 40% is payable on delivery. The deposit of 20% is payable immediately and delay in paying could lead to a delay in starting the project which could effect the delivery date for the website. Additional fees will not be charged without prior agreement. The fee does not include VAT.

All fees, except the initial 20%, will be payable within 30 days of the date of our invoice. We reserve the right to charge you for costs incurred by us specifically for the delivery of the website (e.g. fonts, hosting, travel, couriers, parcel delivery). These costs will be submitted with associated receipts, if requested, alongside the invoice at each stage of the process.

Attached you will find a proposed time schedule documenting the different stages and their planned delivery date.

You will provide us with all content needed in the format required and within a reasonable margin from the date stated on the attached time schedule. Please note that any deviation from the time schedule could result in delays to the overall project delivery date. We also reserve the right to discontinue with the production of the website in case of frequent and excessive delays in the delivery of content and feedback from the client.

DAVID&LIES LTD.  
LONDON

In the event that you decide to discontinue with the production of the website you agree to compensate us for work that has been carried out.

Please signify your acceptance of the above terms by signing the attached copy letter and returning it to us together with your cheque in the sum of £5760 + VAT payable to David&Lies Ltd. On receipt of this we will commence work on the website.

We look forward to working with you.

Yours sincerely

.....  
Lies Veldeman,  
for and on behalf of David&Lies

We understand and agree to the terms of our agreement as set out above.

Signed.....  
Stuart Jackson,  
for and on behalf of Sennep Ltd.