

10/26/18

**Vicki Bouwkamp**

Director of Development  
Holy Spirit Parish and School | Grand Rapids, MI  
(616) 453-6369  
vbouwkamp@hsparish.org

New Website Development for Holy Spirit Parish and School  
**www.hsparish.org**

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**Total Estimate**

|   |                  |
|---|------------------|
| New Website Design, Content Migration, and Site Development (145-169 hrs) | \$7250-8450      |
| Email Development (0 hrs)   | No Charge        |
| Website Credit (100% with new, six year bulletin contract)                | -\$7250-8450     |
| <b>Total Due (one-time cost)</b>  | <b>\$0</b>       |
| Domain Name   | + \$0 per year   |
| Hosting <small>Subject to change without notice</small>                   | + \$300 per year |

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**Project Agreement**

I hereby authorize **Diocesan** (Diocesan Publications) to begin work on the above proposed project for the **Client** (Holy Spirit Parish and School in Grand Rapids, MI). I understand that this proposal represents the estimated time to perform the items listed and **any changes to the scope of the project may change the projected cost**. Hosting of the new website (including all databases) are to be transferred to Diocesan and billed on an annual basis. The content of the **new** website is the property of the Client. Hosting begins upon launch (when the site goes live) and auto-renews every 12 months afterwards unless the Client notifies Diocesan in writing at least 60 days prior to the renewal date. Responsibility and billing of the Website Domain (Domain Name Registrar), Hosting, and associated Email Accounts are stated below. If the Client halts development prior to completion and/or billing of the web-related services, work completed to the point of cancellation will be invoiced at the hourly rate and estimate agreed to above.

Please sign and return to Diocesan, attn: **Kevin Ferguson**.

- Email: **webdepartment@diocesan.com**
- Fax: **(616) 878-4835**
- Office: **(877) 923-0777**

**Management and Responsibility**

Authorized Signature

*Vicki Bouwkamp*

Title Development Director

Date 11/26/18

Domain Name ☒ Client ☐ Diocesan

Hosting ☐ Client ☒ Diocesan

Email (Staff) ☒ Client ☐ Diocesan

Email (Other) ☒ Client ☐ Diocesan