

ACCOUNT SET UP AGREEMENT AND INVOICE

It is hereby understood and agreed that:

herein after referred to as "Client" and **Dora M. Roberts** herein after referred to as "DR", do hereby enter into the following agreement to set up an account as follows below.

Client agrees to pay the standard fee of \$100. to hire DR for the following services, along with all fees incurred on the clients' behalf.

It is hereby agreed that DR will set up an account on behalf of the client which includes:

- ☐ The completion of the client information form and signed agreements for credit card authorization and a confidentiality agreement.
- ☐ The acquisition of a Lite-away "WIX" website account 'on behalf of' and 'in the name of' the client with provided information.
- ☐ Client must provide a default password to use on all account setups. Client will not change any passwords on the account until the website agreement is complete.
- ☐ Set up a free e-mail account with google with the default password. This e-mail will be used as a default for all applications.
- ☐ Purchase a Primary Domain and Secondary Domains for future forwards as listed on client information form
- ☐ Purchase Domain E-mail addresses as listed above under the primary domain address listed on client information form.
- ☐ Acquire hosting for the primary domain site
- ☐ Prepare and publish a generic landing page for primary domain.
- ☐ Review information and materials needed for concept preview with client
- ☐ SEE PAGE 3 NOTES

X

Client Signature

Date

CLIENT INFORMATION

Names: _____

Address: _____

Phone : _____ : _____

Email: _____

Default Pass Word: _____

Company Name: _____

Product Name: _____

Business Address: _____

Business Phone: _____

Temp G-mail email account: _____

Credit Card Type and # _____

Name on Card: _____

Date: ____/____/____ Pin: _____ Limit: _____ 4 digit (on front): _____

Hosting @ WIX: Account login: _____

E-mail login: _____

Domains: _____ E-mails @ _____

1:* _____ 1: _____

2: _____ 2: _____

3: _____ 3: _____

4: _____ 4: _____

5: _____ 5: _____

6: _____ 6: _____

[illegible]

3 of 3 | ACCOUNT SET UP / AGREEMENT