# Website project contract outline

The topics a website design contract usually covers, from scope and payment to ownership, licenses, warranty and termination. An outline for your lawyer, not legal advice.

**Copy, adapt and send. Replace anything in [brackets] with your own details.**

## READ THIS FIRST

This outline lists topics a website project contract usually covers. It is not legal advice and not a contract. Have a lawyer licensed where you work draft or review the final version.

## PARTIES AND SCOPE

- ☐ Legal names and addresses of both parties. Effective date.
- ☐ The work: refer to the accepted proposal and scope of work by date and version.
- ☐ Changes: by written change request with price and timeline, approved before work.
- ☐ Client duties: content, approvals and access by agreed dates, one decision maker.
- ☐ Delays caused by the client: how timelines and fees adjust.

## PAYMENT

- ☐ Fees, deposit and milestone payments, with what triggers each invoice.
- ☐ Payment terms, late fees or interest: [for your lawyer, within local law].
- ☐ Final payment is due before launch or transfer of the site.
- ☐ Third-party costs and recurring services: who pays, billing cycle, renewals.

## OWNERSHIP AND LICENSES

- ☐ Ownership of the design, code and content passes on payment in full: [wording].
- ☐ Your pre-existing tools, code and know-how stay yours; the client gets a license.
- ☐ Third-party items (fonts, plugins, themes, stock): licensed, not owned, and by whom.
- ☐ Portfolio use: whether you may show the work, and any limits.
- ☐ Domain, hosting and service accounts are registered in the client's name.

## QUALITY, WARRANTY AND SUPPORT

- ☐ Acceptance: how the client reviews and signs off, and the deadline to do so.
- ☐ Bug fixes after launch: [X] days included. Later work under a care plan or hourly.
- ☐ Accessibility, browsers and devices covered, as stated in the scope.

## ENDING AND LEGAL TERMS

- ☐ Termination by either party: notice, payment for work done, handover of paid work.
- ☐ Confidentiality and handling of personal data: [for your lawyer].
- ☐ Limitation of liability, indemnity and insurance: [for your lawyer].
- ☐ Disputes: negotiation, then mediation, then [court or small claims], and where.
- ☐ Governing law and jurisdiction: [for your lawyer].