

Web design contract checklist

Creating a web design contract from scratch may seem like a bit of a challenge, but we're here to help! Follow this super simple contract checklist, and you'll be a master in no time!

Here are some of the things to include in your web design contract:



A BROAD OVERVIEW OF THE PROJECT

This is a must-have! The overview is oftentimes (not always!) the only thing a client reads thoroughly, so clearly outline the project in a few paragraphs in a succinct and efficient way. You can save any additional details for the sections below.



THE FULL SCOPE OF WORK (DON'T LEAVE ANYTHING OUT!)

The scope of work outlines every deliverable and service that's in the scope of the project. Always make sure there's a description that states what the service or deliverable is, how it relates to the work, and what's expected of you AND the client. Feel free to add more emphasis or call out on what's expected of the client so they don't miss it!



PAYMENT SCHEDULE (SO YOU CAN GET PAID!)

In addition to listing pricing, you'll also want to include a payment schedule. This should clearly outline what is owed and when, whether it's based on milestone or date. That way, when there is a disagreement with payment due date, you and the client can always refer back to the contract whenever you need to.



RESPONSIBILITIES AND EXPECTATIONS FOR BOTH PARTIES

This section dives into the nitty-gritty details about payment details, possible late fees, and more. This section sets the standards and expectations for everyone involved. If there were ever a time to triple-check a list, this is the time!



SUPPORT AND MAINTENANCE EXPECTATIONS

There are always questions at the end of a project about support and site maintenance for the unforeseeable future. In these cases, you'll want to state in your contract what your expectations are in these instances. Whether it's you handling it within a retainer or passing the site off to a managed WordPress host, list out the expectations so your client is aware.





ALL THE LEGAL DETAILS

There should be a ton of legal details outlined in every single contract. These may be the same for every contract or you might switch it up, depending on the client. Always consult a lawyer on what additional legal details you should include (and for the final stamp of approval).

Don't ever skip this step, as protecting yourself, as well as your client, is imperative!



ENJOY A BEVERAGE OF YOUR CHOOSING, YOU DID IT!

What's the final step you ask? Sitting down, taking a deep breath, and celebrating with your favorite 5:00 cocktail! You just put a whole lot of work into a contract that will help you create some amazing work for your client, and maybe most importantly, get you paid. Congratulations!

Disclaimer: Flywheel is not a team of legal advisors and this checklist should not be taken as legal advice. These are just a handful of tips on what to include in your web design contract and ensures your contract is on the right track. Always consult a lawyer to ensure your contract is legally binding to protect both you and your client.

