

# **J LYNN DIGITAL STUDIO**

## *Sample Service Agreement*

*For Review Purposes Only*

---

### **➤➤ INTRODUCTION**

This Sample Service Agreement is provided by **J Lynn Digital Studio (JLDS)** for informational purposes only. It outlines the general terms and policies that apply to services offered.

A customized agreement will be provided for review and signature prior to the start of any project.

---

### **➤➤ SCOPE OF SERVICES**

J Lynn Digital Studio provides web design services, including but not limited to:

- Custom website design
- Website template customization (Showit)
- Basic mobile optimization
- Light branding integration

Additional services such as copywriting, advanced SEO, or ongoing maintenance may be offered as add-ons and will be outlined in the final agreement.

---

## ➤➤ PROJECT PROCESS

Projects typically follow this structure:

1. Discovery & Planning
2. Design & Development
3. Revisions
4. Final Approval
5. Launch

Project timelines vary depending on scope and client responsiveness.

---

## ➤➤ PAYMENT TERMS

A non-refundable deposit is required to secure your project.

The remaining balance is due prior to website launch, as outlined in your final agreement.

Timely payments ensure your project remains on schedule. Delays in payment may result in adjustments to your timeline.

---

## ➤➤ REVISIONS

Each project includes a set number of revisions, which will be defined in the final agreement.

Additional revisions beyond the included amount may be billed at an hourly rate.

---

## ➤➤ ADDITIONAL WORK

Any requests outside of the agreed project scope may require a revised timeline and additional investment. All additional work will be discussed and approved prior to implementation.

---

## ➤➤ CLIENT RESPONSIBILITIES

To ensure a smooth and successful experience, clients agree to:

- ❖ Provide all required content and materials prior to the project start date
- ❖ Deliver feedback within agreed timelines
- ❖ Maintain clear and timely communication throughout the project
- ❖

Delays in communication or content delivery may impact the overall project timeline.

---

## ➤➤ OWNERSHIP & RIGHTS

Upon receipt of final payment, the client is granted full ownership of the final, approved website design.

J. Lynn Digital Studio retains the right to display the completed project within its portfolio, marketing materials, and promotional platforms.

Any preliminary concepts, drafts, or unused designs remain the intellectual property of J. Lynn Digital Studio.

---

## ➤➤ MAINTENANCE & UPDATES

Ongoing website maintenance is not included unless otherwise specified.

Clients may request updates post-launch at an hourly rate or through a maintenance package if offered.

---

## ➤➤ CANCELLATION & REFUND POLICY

Deposits are non-refundable.

If a project is canceled after work has begun, any completed work will be billed accordingly.

---

## ➤➤ LIMITATION OF LIABILITY

J Lynn Digital Studio is not liable for:

Third-party platform issues (e.g., hosting, Showit, plugins)

Loss of data, revenue, or business interruptions

Client-provided content errors

---

## ➤➤ NON-BINDING AGREEMENT

This document is provided as a **sample of J Lynn Digital Studio's standard service agreement** and is for informational purposes only.

This document is **not legally binding** and does not constitute a contract.

A formal, customized agreement will be provided for signature prior to the start of any project.

---

## ➤➤ CONTACT

*j lynn digital studio 2026*