**CHECKLIST**

**DRAFTING WEB SITE DEVELOPMENT AGREEMENTS**

* Identification of Parties
	+ Names
	+ Addresses
* Definition and purpose of Web Site
* Web Site Developer's Responsibilities
	+ Scope of Work
	+ Schedule
	+ Changes to Agreement
	+ Demonstration of Web Site
* Web Site Design
	+ Image and Design
	+ Materials Provided by Web Site Owner
	+ Specifications for Home Page
	+ Accessibility of Web Site During Construction
	+ Planning Meetings
	+ Submission to Index Sites
	+ Delivery of Deliverables
	+ Advertising/Transaction Fees
* Web Site Hosting
	+ Server Hosting
	+ Back-Up Copies
	+ Transaction Logging
* Compensation
	+ Price for Web Site Creation
	+ Price for Web Site Hosting
	+ Invoicing
	+ Expenses
	+ Links
* Confidentiality
	+ Confidential Information of Developer
	+ Confidential Information of Owner
* Ownership and Rights
	+ Ownership of Work Product by Web Site Owner
	+ Vesting of Rights
	+ Preexisting Works
	+ Indemnification/No Infringement
* Agreements with Employees
* Representations and Warranties
	+ No Conflict
	+ Ownership and Non-infringement
	+ Conformity, Performance, and Compliance
* Term and Termination
	+ Term of Agreement
	+ Termination of Work
	+ Survival
	+ Termination for Cause
* Force Majeure
* No Joint Venture
	+ Independent Contractor
	+ No Agency
* Notices
* Time of the Essence
* Multiple Counterparts
* Jurisdiction and Disputes
* Binding on Successors
* Waiver
* Severability
* Assignability
* Integration
* Execution and Dating by Parties