



Description of Services and Billing Policies

Services:

Contract services, specializing in Custom Database Application Development using Microsoft Access, either standalone or using a SQL Server backend. Services may include the development and delivery of an initial Specification Document in order to define the project and determine the scope of the work.

Billing Policies:

New client initial meetings to evaluate requirements, are at no cost, except in cases where travel expenses apply. Subsequent work is billed, net 30 days from date of Invoice, based on time spent at an hourly rate or based on an agreed upon project cost associated with an approved project specification.

After two months, or upon notification that a project will not proceed, any time spent, designing, prototyping and producing a Specification Document, is subject at my discretion, to being billed at my current hourly rate.

Quote Policies:

Any quote provided remains in effect for a period of two months from its initial issuance. After such time, should the OK to proceed be given, the project cost will be subject to review and possible adjustment.

Ownership:

All custom applications, designed and developed by me, are jointly owned by myself and the client, but are for internal use by the client only and not to be marketed by the client without my consent. I retain the rights to all implementation designs, code, and individual components which I develop and I reserve the right to reuse such technology, provided it is not proprietary to the client, in subsequent database applications developed for other clients