



February 2021

Invoice 001161

ISSUED: FEBRUARY 9, 2021 BY: JEREMIAH BROOKS

DUE DATE: MARCH 15, 2021 TO:

**Trinity Digital Design**

**Open Heart Leaders**

407 RIVER BIRCH TRAIL

771 JAMACHA ROAD #181

FORNEY, TX 75126

EL CAJON, CA 92109

US

US

**Shipping**

US

Edit

PAID

Service 1.0	Price	Amount	
Standard Hosting <ul style="list-style-type: none"><li>OpenHeartLeaders.org</li></ul>	\$30	\$30	
Service 2.0	Price	Amount	
Software Package	\$10	\$10	
Task 3.0	Rate	Qty	Amount
Web Development <ul style="list-style-type: none"><li>Routine Software Updates</li></ul>	\$50	0	\$0

TOTAL PAID

Subtotal	\$40.00
Payment Service Fee	\$0.00
Total	\$40.00
Payments	\$40.00
Balance	\$0.00

INFO & NOTES

Thank you! We really appreciate your business!

### **Website Hosting & Software Packages**

- (1) Website hosting is a monthly recurring charge starting at \$30/month for "Standard" web hosting.
- (2) Software packages are billed as a monthly recurring charge and vary in cost according to required website functionality.
- (3) Trinity Digital Design expects timely payment. Unless otherwise specified, all fees and related charges shall be due and payable within seven days after the date of the invoice. If any invoice is not paid within seven days after the date of the invoice, Trinity Digital Design may charge the Customer a late fee of \$15.00.
- (4) Payment must be made via credit card through the Trinity Digital Design invoicing system. Any other form of payment such as, but not limited to, cash, check, PayPal, wire transfer, money transfer apps such as Venmo and Cash App cannot be used and will not be accepted.
- (5) In the event that any amount due to Trinity Digital Design remains unpaid seven days after such payment is due, Trinity Digital Design, in its sole discretion, may immediately terminate this Agreement, and/or withhold or suspend hosting services until the outstanding balance is paid in full.

### **New Website Development**

- (1) 50% of the invoice is due before website development begins with the unpaid balance of the invoice due before the website launch.
- (2) Payment must be made via credit card through this invoicing system. Any other form of payment such as, but not limited to, cash, check, PayPal, wire transfer, money transfer apps such as Venmo and Cash App cannot be used and will not be accepted.
- (3) Custom development requests that extend development time past the allotted maximum times for each task listed above will be billed separately at \$50/hour.
- (4) Graphic design work is not included unless explicitly stated in the invoice. Any graphic design, image editing, and video editing that is requested or becomes necessary will be billed separately at a rate of \$50/hour.

(5) Trinity Digital Design would love to host your website. Standard web hosting begins at \$30/month. Why host with your developer? After completion of your website Trinity Digital Design will perform daily software updates, daily backups, and monitor basic website security through the free version of the Wordfence plugin. Wordfence is trusted by over 3 million sites worldwide. Options to add Wordfence Pro are also available beginning at an additional \$15/month.

(6) Trinity Digital Design will need full access to the client's hosting (cPanel) account. If the client chooses to go with a separate web host, please provide the host name, username, and password via email as soon as possible after accepting this estimate. Development cannot begin without the hosting credentials.

(7) In order for development to begin promptly, Trinity Digital Design will need the client's logo (.ai-Adobe Illustrator or .pdf file), basic website colors (hex codes), text and title fonts (name of font) and colors (hex codes), and all contact information that the client would like on the website as soon as possible after accepting the estimate.

(8) The estimated completion date is 10 business days after 50% of the invoice is paid, and all items requested in paragraph (7) have been delivered to Trinity Digital Design via email. Timely completion of the website is highly dependent upon client response times. If requested information, media, or other files are not provided in a timely fashion the estimated completion time will be extended equal to the delay in client response.

### **Existing Website Development**

(1) All web development is billed hourly at a rate of \$50/hour. On the invoice, the "Rate" column indicates the hourly rate and the "Qty" column indicates the number of hours of web development.

(2) 50% of the invoice is due before development on the existing website begins.

(3) Payment must be made via credit card through this invoicing system. Any other form of payment such as, but not limited to, cash, check, PayPal, wire transfer, money transfer apps such as Venmo and Cash App cannot be used and will not be accepted.

(4) After the requested web development has been completed and any amount due to Trinity Digital Design remains unpaid seven days after payment is due, Trinity Digital Design, in its sole discretion, may immediately terminate this Agreement, and/or withhold or suspend hosting services until the outstanding balance is paid in full.