**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