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Earth & Spirit Council & 7VISION

Project Scope / Agreement

Parties

1) *Earth & Spirit Council (ESC)*

Representatives / contact:

- Linda Neale: linda@lindaneale.com
- David Cooley: cooley@pacifier.com

2) *7VISION*

Representatives / contact:

- Alexandra Loves: alexandraloves.lewis@gmail.com
- Quincy Davis: quincy@7vision.link

Overall Project Objective

7VISION will provide ESC with a website and newsletter platform with graphics and cohesive branding, and a film trailer of their documentary film, *Earth Teachings for Future Generations*.

Scope of Work

7VISION will:

- Create / design a clean, professional, user-friendly website using the Wix platform, including graphics with cohesive branding.
- Create an efficient newsletter subscribe system using the email service MailerLite platform, including importing, and with an email template with logo / branding graphics.
- Create a trailer video edit for the documentary film release.
- Host meetings based on designated timeline / feedback schedule.
- Provide guidance and reference tutorials for ESC's operations personnel to use Wix and MailerLite to make updates, moving forward.

Project Completion Timeline Goal (may be subject to change): September 30th, 2023

See [ESC Timeline](#) for more details.

Communication

- Earth & Spirit Council and 7VISION agree to make communication in a timely manner.
- Communication points are built-in across the timeline / schedule. ESC will do their best to collect questions and notes in one place and bring them to 7VISION during those meeting times, for efficiency.
- ESC will refer to the [Earth & Spirit Council Proposal](#), [ESC Timeline](#) and future guidance notes / templates (to be provided), before asking questions, as answers may already be accessible.
- 7VISION will provide heads-up and updates when necessary, throughout the process.

Responsibilities of ESC

- Registering or ensuring a domain name is set up and ready to be used (earthhandspirit.org), and providing access to the domain account. 7VISION will use this provided domain to connect to the Wix website.
- Providing past email subscriber lists in .CSV form. Or providing the login into the old MailChimp account.
- Paying fees for subscriptions / platforms (Vimeo On Demand, Wix and MailerLite). Any fees for the platforms / services will be covered by ESC.
- One designated email will be used to create accounts for all of the platforms. If ESC chooses to use one from their domain provider (such as info@earthhandspirit.org), it is their responsibility to provide the login info. Otherwise 7VISION will create one (for free), to hand login info over to ESC, which can be changed by ESC in the future, if desired.

The *Responsibilities of ESC* are NOT included as a service provided by 7VISION and are beyond the scope of this agreement.

Feedback / Revisions

1. Website revisions:
2. First Revision: Written / email.
3. Second Revision: 2-hour zoom meeting.
4. Third Revision: 2-hour zoom meeting.
5. Fourth Revision (optional): 45-minute zoom meeting.
6. Documentary Trailer / Poster / Graphics: three revisions for each of these elements. Depending on the extent of the additional changes / revisions, if it ends up far exceeding the allotted budget, Quincy will charge by the hour (\$80 / hour for video editing or graphic design).

Material Delivery

Upon completion of the project, an external hard drive with all material organized (graphics, templates, project files), will be delivered to ESC. If there is enough space on ESC's original hard drive (with documentary materials), currently in 7VISION's possession, it will be used. If a new hard drive is needed, ESC will cover this cost.

Ownership

The work done by 7VISION will be a "work-for-hire" and all material will be property of Earth & Spirit Council, upon full payment.

Payment, please select one:

- Option 1: Pay in Full, upon execution of this agreement: \$6,800 USD.
- Option 2: Pay half up front: \$3,400 USD. Then 2nd payment at beginning of 'Phase 2' or August 1st, whichever comes first: \$3,400 USD.

Earth & Spirit Council Representative Name

David

First Name*

Cooley

Last Name*

(360) 798-9852

Phone*

Earth & Spirit Council Representative Date of Birth*

I certify that I am 18 years of age or older



Earth & Spirit Council Representative Signature*

Email Address

cooley@pacifier.com

Email*

cooley@pacifier.com

Confirm Email*

Electronic Signature Consent^{*}

- By checking here, you are consenting to the use of your electronic signature in lieu of an original signature on paper. You have the right to request that you sign a paper copy instead. By checking here, you are waiving that right. After consent, you may, upon written request to us, obtain a paper copy of an electronic record. No fee will be charged for such copy and no special hardware or software is required to view it. Your agreement to use an electronic signature with us for any documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature. There is no penalty for withdrawing your consent. You should always make sure that we have a current email address in order to contact you regarding any changes, if necessary.