



## TERMS & CONDITIONS

These are the general terms and conditions which apply to all website design work undertaken by Woodham Web Writer. Any modified terms which might apply under particular circumstances will be the object of a separate written agreement with the Client.

### 1. PRICING

1.1 Prices quoted on the website are given as a general guide. Website costs can only be given after full discussion of the website requirements, at which point, the Client is given a formal estimate of the website cost.

1.2 Woodham Web Writer's prices are NOT subject to VAT.

### 2. PAYMENTS

2.1 A 50% deposit is requested when the Client decides to proceed and requests Woodham Web Writer to design their website. The deposit amount must be settled before the start of the design work.

2.2 The remaining 50% balance becomes due when the website is completed and meets with the Client's satisfaction. This balance must be settled prior to the website going live.

2.3 When changes need to be made to the original website plan during the design phase (ie more pages or less pages, additional galleries etc), such changes are discussed and agreed with the Client and costs are adjusted accordingly in the final balance.

2.4 Invoiced amounts are payable by the Client within 14 days of the date of the invoice. Invoices are sent to the Client by email. In the case of late payment, Woodham Web Writer shall be entitled to charge interest at the rate of 6 per cent per annum.

2.5 Payments can be made by cheque, cash or bank transfer. Details will be provided by Woodham Web Writer as required.

### 3. DELAYS

3.1 Woodham Web Writer endeavours to design the Client's website by the date agreed with the Client. However, this is dependent on the Client providing the required information (text and images as applicable) within 2 to 4 weeks of the website preparation meeting - or preparation emails/phone calls.

3.2 If the information cannot be supplied within this period, the Client is required to inform Woodham Web Writer of the delay and to give an indication of the revised date by which the information will be available. If a website completion date had been agreed, this might need to be revised accordingly.

3.3 In cases when delays to provide the website information (text, images) exceed a period of six months, Woodham Web Writer reserves the right to cancel the design agreement without refund of the deposit.

3.4 Website estimates remain valid for a period of six months. However, they may be subject to increase after this period.

#### 4. WEBSITE IMAGES

##### 3.1 Images provided by the Client

When images are provided by the Client, it is the Client's responsibility to ensure the images have been legally acquired and are free from exclusive copyrights. In cases of copyright infringement relating to images supplied by the Client, Woodham Web Writer shall not be held liable.

##### 3.2 Image purchase

The purchase of images for the website is not included in the design costs. In cases when images need to be purchased from Stock Photography companies (eg Istock, Dreamstime, Fotolia etc), the cost of images will be discussed and agreed with the Client. This cost will be added to the final balance.

#### CLIENT'S AGREEMENT

..... Signed by the Client in agreement

..... Print Name

..... Date