

Terms and Conditions

The following terms and conditions will apply to all matters relating to website strategy, design and development carried out by me unless prior agreement to the contrary has been agreed by all parties involved.

Planning

With the exception of website strategy, all planning and time scales will be agreed between all parties involved before any design and/or development work proceeds, this ensuring that all customer requirements are catered for in the end product. Any customer driven changes to this plan after the onset of design and/or development work may incur additional cost, the amount if any to be negotiated on request of the change.

Design and development

No development work will be carried out before all prior designs have been approved by the customer, thus ensuring customer requirements.

Costing

Costing will be based on one of two methods; either by hourly rate or a set cost based on the agreed plan. This will be negotiable on a project by project basis. Any changes to the agreed plan may reflect additional costs to any set cost project.

Hosting

It will be the responsibility of the customer to decide on and procure the hosting service of the website, including domain name, advice on this matter will be free of charge.

Training

Any training in the use of the website will be deemed as part of the project and within reason will be free of charge.

Implementation

Implementation work in regards to uploading of the software and any database creation will be deemed as part of the project unless otherwise negotiated, and will be treated as such in regards to costing. Data loading of the database remains the responsibility of the customer.

Payment

On projects that take 10 or less working days, payment will be due prior to implementation, but not before customer satisfaction on the end product. Projects that run over 10 working days will have a negotiated payment plan.

Customer Sign Off

The customer must sign off at the following stages in the project:

1. The agreed plan.
2. Design agreement.
3. Prior to implementation.
4. After implementation (project completion).

After project completion sign off (step 4 above) the ownership along with all responsibilities for the website belongs to the customer.