



## Web Design Newcastle: Small Business Starter Package

### TERMS AND CONDITIONS

1. The **client** -- this is the person whose name is on the signed agreement with **Web Design Newcastle**
2. The **package** costs £350 for the first year and comprises a website of five pages, including: one homepage, one contact form, three internal pages; a web address (yourcompany.co.uk\*) and email address(es) (name@yourcompany.co.uk\*); hosting of your site on fast web servers, subject to the above restrictions. There will be a renewal fee of £144, 12 months after the date on the contract  
**Web Design Newcastle** will register your domain name on your behalf, but yourcompanyname.co.uk will not necessarily be available. In this instance we will advise of reasonable alternatives.
3. The **contract** is the terms and conditions document, signed and dated by the client and returned to **Web Design Newcastle** . No work will commence until this document has been received by **Web Design Newcastle** . Once signed, **Web Design Newcastle** will begin the **design process** and providing all the content is supplied within 7 days of the contract date, **Web Design Newcastle** will publish your site on the Internet within a maximum of 2 working days from date of **design sign-off**.
4. **Design process.** **Web Design Newcastle** will present a first design to the client 7 days after receipt of ALL the content. The client has one chance to make any reasonable design changes, but the designs will follow the client's current promotional material and colour scheme. Once the client has accepted the design, **Web Design Newcastle** requires acceptance in writing, either by fax, post or email, this process is deemed as **design sign-off**. **Web Design Newcastle** will design the website only within the £350 price. Other design, i.e. logos will be charged for as an extra - quotations available on request.  
The **content** is all photographs and/or artwork and copy to be published on the client's website. This can either be set out in a structured format by the client or **Web Design Newcastle** can use their discretion to use relevant text and photographs from the client's existing promotional material.  
It is the responsibility of the client to obtain permission to use any photographs on their website. Copyright laws still apply to the Internet.
5. A non-refundable retainer is required before any work begins. This will cover hosting space and domain name registration. Please make payment (see methods below) to the sum of £175 and send signed Contract to the address below. The remaining balance is due when the site goes live and is payable within 7 days of the date of publication. If payment isn't received in full within 7 days of the date of publication the site will be taken offline, all copyright of the website will remain with **Web Design Newcastle** until such time as the debt is cleared.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

How are you paying?

Cheque

Payee: E. Wright

Bank transfer

Sort Code: 40-47-79

A/C Number: 21883437

PayPal

em@bw3.co.uk

Other

Please print, fill in and post to: Web Design Newcastle, 58 Cardigan Terrace, Newcastle upon Tyne, NE6 5NU, United Kingdom; or email scan to: em@bw3.co.uk