

### **Contract**

1. Upon commissioning weeg (“we”, “us”) to design your website and/or branding/logo, and/or maintain/update your website, and, where applicable, upon paying the deposit to commence work, the client (“you”) is agreeing to these terms and condition, which form a contract between you and weeg.
2. Additionally, the notes outlining the design of your website and/or branding/logo and/or site maintenance agreed (via email or verbally) between you and weeg also form part of the contract. Any variation on, or work exceeding, that which is described in the agreed notes for the commissioned work shall be subject to additional charges.

### **Copyright**

3. All content, images and other material provided by the client will remain the property of the client. You are responsible for ensuring the material on your website does not contravene copyright or any other laws.
4. The copyright for material provided by weeg, including coding, images and text, will remain the property of weeg until full payment has been received, whereupon the material becomes the property of the client.

### **General**

5. Clients must purchase their own domain name and hosting, and this must be done prior to weeg commencing work on your site. Advice can be given on this if required.
6. Clients must provide weeg with full access to the domain/hosting account in order that the site or updated pages may be uploaded to the client’s web space, and relevant site settings be adjusted accordingly.
7. weeg reserves the right to refuse to design or update a web site for any reason, especially where the site may contain indecent or offensive material, or may infringe upon copyright or contravene any UK laws.

### **Website design and development**

8. The client is responsible for providing all the site content (text, images, etc). Exact text, in simple text format (in an email or word/text document), images and any other items should be provided electronically (via email, CD, data stick), with precise indication of where on the site the content is to appear.
9. weeg will provide an agreed number of design samples (normally up to 3) based on the specification (notes) for the commission. weeg will upload drafts of site designs (without text/content) to the client’s domain for the client to view and comment upon prior to the site going live.
10. Once the site design is agreed, the pages will be populated with the content provided by the client.
11. weeg checks that your website appears and functions properly in the most popular current browsers (e.g. Internet Explorer 7.0 or newer, Firefox 3.0.8 or newer, Opera 9.6 or newer), but cannot accept responsibility for pages which do not display acceptably in older browser versions (including Netscape) and newer versions of browsers released after pages have been designed.

### **Branding/logo design**

12. Upon commissioning weeg to design your branding/logo design, you should indicate the medium for which you wish to use the branding/logo (web, letterhead, leaflet, poster, etc), and the required resolution (size and dpi) and electronic format (jpeg/jpg, gif, tif, etc), and provide any relevant text and/or graphics files electronically.
13. weeg will provide up to three design samples and the client may make up to three amendments before the final branding/logo design is completed. The branding/logo will be provided in electronic format on a CD upon completion.

## **Website maintenance/updating**

14. The client should provide exact text (in simple text format in an email or word/text document), images and any other items with precise indication of where they wish that content to appear on their website.
15. Site maintenance may include additional pages based on the existing page/site design. If new designs are required, then a project commission shall be agreed (see "Full site design and development").

## **Charges and Payments**

16. All payments should be made to "Gina Potts" via cheque, electronic bank transfer, or to weeg's PayPal account; details shall be provided to the client. If your cheque is returned by the bank as unpaid for any reason, you will be liable for a "returned cheque" charge of £35.
17. Website design and development:
  - a. A quotation for full site design and development will be provided and agreed before commencement of the project.
  - b. A deposit of 10% or £50 (whichever is greater) shall be charged at the start of the project. After work has commenced, the deposit is not refundable.
  - c. Once the client agrees the final version of the website, an invoice will be issued. The invoice should be paid in full before the site goes live, and not later than 10 days of the invoice.
  - d. If at any point during website development the client wishes to cancel the project, they may do so in writing, but they will be invoiced an amount that weeg deems to be proportional to the amount of work completed to date.
  - e. All third party costs arising from the registration of a domain name and purchase of web space shall be met by the client. weeg recommends that clients register their own domain names so that they have full ownership of these.
18. Branding/logo design:
  - a. A quotation for branding/logo design will be provided and agreed before commencement of the project.
  - b. A deposit of 10% or £50 (whichever is greater) shall be charged at the start of the project. After work has commenced, the deposit is not refundable.
  - c. Once the client agrees the final version of the branding/logo design, an invoice will be issued. The invoice should be paid in full before the electronic files associated with the design are released to the client.
19. Website maintenance/updating:
  - a. Website maintenance/updating is charged at an hourly rate, with a minimum charge of £10.
  - b. The invoice for maintenance/updating will be issued not later than the first working day of the month after work is complete.
  - c. Full payment should be received within 10 working days of the invoice being issued.
20. Payments are not refundable after the website has gone live and/or your branding/logo design has been sent to you and/or your site maintenance/updates have been completed.

For more information, visit: <http://www.weeg.co.uk/work.htm>