



Website package order form

Please send completed order forms with all attachments to:

See Web Solutions
12 Monksfield
Billingham
Stockton-on-Tees
TS23 1FD

Or by email to: sales@seewebsolutions.co.uk

Business/Company Information:

Type of business: Sole Trader / Partnership / Limited Company / Other

Contact Name: _____ Relation to business: _____

Trading Name: _____

Tel: _____ Fax: _____

Email: _____

Address: _____

_____ Postcode: _____

Company Number: _____ VAT Number: _____
(if applicable) (if applicable)

Registered Office: _____
(if different to above)

Please list below which of the above contact details you would like in your contact us page:

Template Customisation

(Please view the template you are ordering while completing this section to ensure you cover everything you want customising)

Template Code: _____ (shown in demo sites page)

Main Background Colour: _____

Main Page Colour: _____

Main Tabs/Navigation Colour: _____

Secondary Tab/Navigation Colour: _____
(if applicable)

Tab/Navigation Text Colour: _____

Mouseover Effect: Please specify what you want the navigation tab or text to do when you move your mouse over it. (i.e. change colour, text bold, text size, etc)

Company Information Position: Left / Middle / Right
(at base of every page)

Main Text Colour: _____

Text Title Style: Bold Text / Underline Text / Colour / Other: _____

Title Colour: _____
(if selected above)

Website Title: _____
(this is displayed at the top of your browser above the navigation bar)

Favicon Image: YES / NO (if yes please attach image file or send on CD)

Contact Us Option: Contact Us Form / Interactive Map

Callback Request Form: YES/NO (this will be displayed where it is on the template)

If not in template place here: _____

Website Pages Selection

Number of Web Pages: Single Page / 3 Page / 5 Page

Number of Additional Pages: _____

Website Pages: Tick the box next to each page you want to be included in your website.

- Home Page ó (attach text on additional sheet)
- Our Services - (attach text on additional sheet)
- Contact Us
- FAQ Page - (attach text on additional sheet)
- Testimonials ó (attach details if applicable)
- News Page
- Gallery Page ó (attach images or send on CD)
- Meet the Team ó (attach images and details)
- Bill Pay Page
- Games Page

<input type="checkbox"/>
<input type="checkbox"/>
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News Page

Please specify which BBC news feed you would like for your website visit news.bbc.co.uk for a full list of news feeds: _____

Bill Pay Page

We use Paypal for this service therefore we require you to set up a Paypal account and we will require your login details for this at a later stage of the setup. To setup your Paypal account visit www.paypal.com

Games Page

Our games page comes with 5 games and additional games incur a £5 setup charge per game. You can select games for your website from www.mousebreaker.com/free-games:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Essential Information

Your Domain Name: _____
(if you don't have one you can buy one from www.seewebsolutions.co.uk)

Do you require one of our web hosting packages? If you do simply circle your selection below and we will set it up for you

Essential (£2.49/month) / Basic (£4.99/month)/ Business (£9.99/month)/
Business Unlimited (£14.99/month)

If you already have web hosting with another provider then we will require your log in details in order to upload and manage your website. Please attach these when you send in this form.

Checklist

Please ensure you send the following to us so we can begin work on your website as soon as possible:

- Completed and signed order form
- All additional information relating to web pages
- Usernames and Passwords if applicable
- Your company logo on CD or via email
- An image for your Favicon if selected

Terms and Conditions

See Web Design is a part of See Web Solutions and should be treated as the same entity.

- **Contract:** The client's approval for work to commence shall be deemed a contractual agreement between the client and See Web Solutions & See Web Design.
- **See Web Design Intellectual Copyright:** See Web Design holds intellectual copyright of any material, including source code and original images created for the client until payment of the final invoice has been received. At this time we will transfer this intellectual copyright to the client.

- **Clients Responsibilities with Regard to Copyright:** In situations where the client provides images, text, animations, layouts or any other content for their website they are legally responsible for ensuring that this material does not infringe any copyright. Certain images provided by See Web Design may have been purchased under licence from stock image suppliers. These images are generally only licensed for use on a website. The licence may not permit them to be used in publicity material. The website owner is legally responsible for ensuring that this does not happen. If you wish to use any images from the site for other purposes please contact us for clarification.
- **Cancellation:** Should the client wish to cancel at any point during the process they shall remain liable for any work that has taken place and shall be invoiced accordingly.
- **Conceptualising:** Conceptualising is the process of producing website concepts for clients. Concepts can include site mock ups, graphics and design proposals. This clearly takes a lot of time and for higher cost websites it will be included. For low cost sites (say below £1000) you should be aware that (unless previously agreed) only one concept is possible. You should therefore ensure that you let us have your preferred colour scheme and design requirements beforehand. If you don't do this we will design the website appropriately. If it is not to your taste we may not be able to rework the website without additional charges. This is why it is often best to show us another website that you like as an example of what you require.
- **Quotations:** The price quoted to the client is for the work specifically agreed on the quotation only. Should the client decide that changes are required after work on the website has commenced there may be a surcharge.
- **Payment - Refund Policy:** After work on a website commences advances are not refundable.
- **Payment Methods:** Unless otherwise agreed, payment is only accepted by credit/debit card, cheque or bankers draft in UK Pounds Sterling. If your cheque is returned by the bank as unpaid for any reason, you will be liable for a "returned cheque" charge of £35.
- **Payment of Balance:** Invoices are only issued when clients accept that their website has been completed to their satisfaction. Payment of the balance is due within 7 days of completion of the website. We reserve the right to remove a website from the internet until full payment has been received. If we do remove your website you will incur a £10 admin charge to re-activate your website.
- **Future Support:** Your website will be handed over as a fully functioning, completed work. Unless it has been agreed beforehand See Web Design is not responsible for future support. Support can be provided upon request for an agreed fee.
- **Grace period:** There is a 14-day grace period upon completion of the website, where all minor modifications to the site are free (for

example, graphical changes). However, major structural, contentual or graphical modifications are subject to a fee.

- **Future Site Problems:** Problems caused by malicious software, spyware, viruses and website hacking are a fact of life on today's Internet. It is highly unlikely that these will affect your website, and See Web Designs will endeavour to protect it from this as much as we can during its creation, but after the website is handed over we cannot be held responsible for problems caused by illegal activity or the actions of others.
- **Access to Client Hosting Space:** If you do not host your website through See Web Solutions then we may require ongoing access to our client's hosting space to allow us to support and monitor their websites. This access is via a user ID and password combination, which the client may change after the website is handed over. If the client chooses to change the password we will no longer have access to the website and further support will not be possible. We cannot be held responsible for any changes made to the website by the client or the client's agents.
- **Legal:** If at any point during the process of the web design a designer feels that the website is going to be used for an illegitimate purpose, then See Web Design have the right to refuse to complete the website, this is for the protection of our clients, the consumer and ourselves, as we have a responsibility to all three.
- **Malicious Attacks:** Once the website has been completed, we aim to keep extra costs at £0, however if there is any malicious activity on the website once it has been completed, then there will be additional costs to amend any issues with the website. *There are ways to prevent this, for example we will give you FTP details, it is strongly advised that only professionals use this information to access the website, as modification of any of the files can cause major disruption, which will eventually lead to extra costs.*
- **Compliance with Ecommerce, Accessibility or Other Regulations:** We design websites in accordance with the client's specifications. It is the client's responsibility to ensure that the website and its content comply with current online trading laws and regulations. We cannot accept responsibility for any failure to comply with laws and regulations related to accessibility, selling online or those related to a specific business or trade. We will not research this on the client's behalf and in any business where complex compliance issues may exist we recommend that the client takes legal advice from their company lawyer.

By signing up for See Web Design to provide a service to you the client you agree to be bound by our terms and conditions as outlined above and the terms and conditions of See Web Solutions which can be found at <http://www.seewebsolutions.co.uk/terms.html>

Your statutory rights are not affected by any of the above

I agree to be bound by the terms and conditions as stated above

Signed: _____ Print Name: _____

Position in business: _____ Date: _____