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## Terms & Conditions

1. Once the order is received 50% payment should be paid upfront and the remaining 50% on completion of the project. Websites will not be active on the internet until the final payment is received.
2. All artwork, photos, matter and write ups must be provided prior to start of the project.
3. While the website is being designed you are allowed to change matter, images and write ups. Changes to the design layout (actual design of the website) after it has been chosen, will be charged separately.
4. Once the website is completed and approved by the client, the client is allowed to make six changes in matter and images within the first three months of completion. Please note that matter refers to written material only and is limited to approximately 1 (one) Paragraph. Images refer to completed artwork or digital photos only. Any artwork done by design hub will be charged for separately. After the initial three months or 6 changes, any changes to the website will be charged on an hourly basis.
5. All completed matter should be in Word / Text format only. Images can be sent by email or on CD in the following formats : GIF, JPG, PNG, PDF, PSD, TIFF, BMP.
6. Training to use the website will be provided to the client free of charge. Any training required thereafter will be charged for.
7. All online payment accounts have to be created and maintained by clients. We can only integrate the account into the website for online payment.
8. The price quoted excludes domain name registration and web space (hosting). This has to be purchased by the client and any correspondence / queries about hosting and domain registration should be forwarded to the respective company.
9. Please consult us before you book your web hosting package so that we can advise you on the requirements for the website.

By signing this contract I agree that I have read and accepted the terms and conditions.

Business Name:

Signature:

Client Name:

