Dust Design Terms and Conditions

* <u>Standard Search Engine Optimisation.</u>

Standard SEO consists of:

Creation of robots.txt file and sitemap

Submission to Google, Bing and Yahoo search engines.

Submission to Google Places

There is no guarantee that your webite will be listed at the top of search engines.

Work Specification and Quotations

Following discussion with the client a job description and estimate will be provided by Dust Design.

This will detail work required by the client, and any requirement for images/content to be supplied from the client.

Acceptance of quotation.

Clients are required to approve the quotation in writing, agreeing to our standard terms and conditions prior to work commencing.

Amendments.

Any additions or changes to work specifications will be confirmed in writing to the client.

Where these include additional costs or charges the client must return a signed confirmation their acceptance.

Payment Terms.

Payment to be made within 14 days of receipt of invoice. Advanced Payments where work required involves a degree of labour, a weekly invoice will be administered. Web development and hosting completion payments will be required prior to the website being activated on the World Wide Web.

Credit Checks

A Credit Check will be performed on all businesses where the total value of work to be undertaken is in excess of £3000.

Payment Methods

Payments can be made by bank transfer, cash or cheque.

Late Payments

A late payment charge of 2% above the bank interest rate will be levied on any account that is not settled within the agreed terms.

Any cheques not honoured and returned by bank will incur a penalty of 10% of the total invoiced.

Copyright & Ownership

Copyright and ownership of all work done remain with Dust Design until full payment of invoice is received.