

Terms and Conditions

1. To design and publish on the Internet a Web Site based on a personalised website proposal document that has been signed by you.
2. This proposal is based on the Web Site being hosted by FutureServers.net (a division of Web of Knowledge Ltd.) The charge provides for 2GB/month bandwidth, which should be sufficient, however we reserve the right to make an additional charge (no more than £10/month per GB) if bandwidth usage is significantly greater than expected. You can monitor bandwidth usage (broken down daily/monthly), using the graphical statistics (Webalizer) which will be located at **www.<yourdomainname>/stats**
3. Work required to be undertaken not included in our Quotation may be charged either as one-off costs, or included in the maintenance charges at our discretion.
4. The set-up charges are based on a Web Site that comprises initially of the stated number of pages. One web page is taken to mean **less** than three 1024 x 768 screen lengths when viewed with IE7 and default font sizes. The graphic content of static pages on the Web Site should average three photos per page. If extra photos are required then an additional cost of £6 per photo **may** be levied to cover the time spent optimising & cropping the images to maintain acceptable download speeds in conjunction with quality.
5. We have found that one formal meeting is sufficient for a small to medium (up to 10 page) 'static' website - should the client request additional meeting(s), these may be charged over and above the quotation, at our hourly rate. Most communication will be via email, however occasional telephone conversations may be necessary – if these become regular and lengthy additional charges may be made.
6. Once the initial Web Site design has been deployed, it can be expanded and updated as an additional set-up project or by utilising time from the development and maintenance agreement. If enhanced facilities, (such as database applications, control panels, or self-edit facilities; E-commerce, foreign language pages, Flash graphics, or panoramic imaging) not covered explicitly in this contract are required within the Web Site, then the costs for these will be subject to further negotiations.
7. By prior agreement, any charges levied by external organisations, (for example graphic design, purchase/provision of hardware or software necessary to facilitate enhanced features on the Web Site etc.) will be passed on in full. It may be necessary to charge a fee if significant time is spent by Web of Knowledge Ltd. on procuring such items/services - but this will not normally exceed 10% of the cost of the item/service.
8. Additional work not covered by this document will be charged at **£65 an hour**. As a guide, additional static web pages cost from **£97.50**, whilst a submit form costs from **£130**.
9. Where services are provided by a third party via Web of Knowledge Ltd on a sub-contract basis, Web of Knowledge Ltd will use reasonable endeavours to ensure that the quality of the work meets the clients expectations, however, Web of Knowledge Ltd will not be held liable for any issues that may arise.
10. WebOK will invoice for phases of the work once completed, but reserves the right to invoice prior to the site going live if there are delays due to information not being made available promptly by the client.
11. Payment of all invoices will normally be expected within **ten working days** of invoice date. We reserve the right to add interest charges to any overdue invoice. Annual fees become due on the renewal date, after which no refund is available for cancellation except at the discretion of Web of Knowledge Ltd.
12. Any material created &/or supplied by Web of Knowledge Ltd., which is accepted for publication on the Customer's Web Site, will have copyright and usage clearance passed to the Customer at final payment.
13. Any material supplied by the Customer and published on the Web Site, shall remain the Customer's property. Copyright and usage clearance for pictures or other information placed on the Web Site is the Customer's responsibility – by approving the content of a Web Page you are warranting that you have the clearance to publish it in that form. Web

of Knowledge Ltd. will accept no liability for, or arising from, information published on the Web Site in good faith.

14. Links from your site to the Web of Knowledge home page will be included where appropriate. A link to your site will be added to the WebOK site and we reserve the right to use our association with your organisation for promotional purposes as appropriate.
15. This agreement can be terminated, after the first six months, by either party giving three months advance notice in writing. Web of Knowledge Ltd. undertakes to make available all information necessary for another organisation to take over the support role, as soon as possible during that three-month period subject to payment in full of all outstanding invoices having been received.
16. This contract offer and the prices therein, are only guaranteed if accepted within 30 days of the date of issue of this document. Should you wish to move your Web Site to a different provider at some stage in the future, such transfers will only be authorised once payment in full of all outstanding invoices has been received.
17. Our "Conditions of Use" page on our Web Site (as amended from time to time) forms part of this contract. If you require a printed copy of these, please ask, otherwise they can be found at www.webok.co.uk/conofuse.htm and linked pages. On those pages in particular (if we have registered or renewed domain names on your behalf) you should be aware of the terms and conditions of the relevant domain registration authorities, as you have also entered into a contract with these organisations.
18. If any part, term or provision of this Proposal be held illegal or unenforceable, the validity or enforceability of the remainder of this Proposal shall not be affected.