

Website Terms & Conditions

Agreement between Future marketing Solutions and business or individual identified on this agreement. The client/individual listed below is subject to the following terms and conditions.

The acceptance of Quotation by Client signature implies that the below terms and conditions have been read and understood and accepted by the Client.

Definitions

The following terms and conditions document is a legal agreement between Future Marketing Solutions, hereafter "Future Marketing Solutions" and "Client" for the purposes of website design or development. Future Marketing Solutions preferred web site hosting supplier, HostAfrica, will be known as the "Internet Service Provider" (ISP).

"The Project" - the body of work that is being undertaken, normally consisting of several connected parts, such as consultation, graphic design, website development and/or hosting. These Terms and Conditions set forth the provisions under which the Client may use the services supplied.

1. Standard Hosting Service

Future Marketing Solutions will either secure an account with an ISP on behalf of the Client, or the Client may secure the account independently.

The Client hereby authorizes Future Marketing Solutions to access this account, and authorizes the Web Hosting Service Provider to provide Future Marketing Solutions with "write permission" for the Clients web page directory, cgi-bin directory, and any other directories or programs which need to be accessed for this project. The Client also authorizes Future Marketing Solutions to publicize their completed website to Web search engines, as well as other Web directories and indexes, should it so deem.

2. Domain Name Registration

Future Marketing Solutions will secure a domain name (www.domainname.com) for the Client at the Clients request. All charges incurred in doing so will be billed to the Client as an addition to the base price contemplated by this agreement unless otherwise stated. These are Internet fees and are not a source of income for Future Marketing Solutions.

Client agrees to take all legal responsibility for use of third party domain name, hosting and email services and hereby agrees to indemnify and hold harmless Future Marketing Solutions from any claim resulting from the Clients publication of material and use of the domain name, hosting and email services. Any support or payment due relating to the domain name, hosting and email services are to be made between the Client and the third-party service (unless otherwise stated).

Client agrees to pass on FTP details, Client Panel, and any other access details relating to their domain name and hosting account which Future Marketing Solutions requires to upload the web site, if required as part of a project.

Future Marketing Solutions reserves the right without notice to refuse work with domain names or hosting and email services without reason for such rejection or refusal.

3. Website Development

All websites are developed to work primarily across all major browsers and platforms including other devices such as mobile phones and touchpads. However, Future Marketing Solutions cannot guarantee complete and/or long-term compatibility across every major browser, platform, or handheld device due to updates/upgrades by their respective vendors.

Future Marketing Solutions cannot guarantee compatibility in old or redundant browser software.

3.1. Content Management Systems

All packages except for our basic package (Start Up) will be developed using a Content Management System (CMS).

To maintain compatibility between clients the company now use the WordPress Platform exclusively as our CMS of choice. ECommerce stores use different management systems depending on the scale and complexity of the Project.

However, in some instances, Future Marketing Solutions may

build a bespoke solution, depending on the exact requirements of the Project.

Any associated or additional fees, such as installation, setup, testing, and introductory training pertaining to Content Management Systems or ECommerce Management Systems are covered within your chosen package. All websites are developed to work primarily across all major browsers and platforms including other devices such as mobile phones and touchpads.

However, Future Marketing Solutions cannot guarantee complete and/or long-term compatibility across every major browser, platform, or handheld device due to updates/upgrades by their respective vendors. Should you wish the website development to be fast tracked (rush order), this can be done according to our applicable rates.

3.2. Laws Affecting Electronic Commerce

From time to time governments enact laws and levy taxes and tariffs affecting Internet electronic commerce. The Client agrees that the Client is solely responsible for complying with such laws, taxes, and tariffs, and will hold harmless, protect and defend Future Marketing Solutions and its subcontractors from any claim, suit, penalty, tax, or tariff arising from the Clients exercise of Internet electronic commerce. Client also understands that Future Marketing Solutions cannot provide any legal advice.

3.3. Content

Copy for website must be supplied by the Client in Microsoft Word .DOC or .PDF format via dropbox, WeTransfer or email attachment. If not supplied via dropbox, WeTransfer or email, there will be an additional charge for typesetting. Copy writing services are available at an additional charge.

Additional web pages requested over and above the amount stated on the quotation will be charged at R200.00 per additional page. Where custom graphic work is requested, it will be billed at the hourly rate specified in this document, or as quoted.

3.4. Photographs, Images and Visual Elements

Any images or photographs that you supply should be in digital format, usually no smaller than 1024 x 1024 pixels, with a suitable resolution that will allow them to be resized and used on screen (72dpi/ppi). Traditional paper photographs requiring scanning are acceptable, however, there may be additional costs incurred due to time spent scanning and retouching the images. This depends entirely on the project and the number of images involved. Any images that Future Marketing Solutions are asked to obtain from third party photographers or stock photography will be charged as an additional cost.

The Client guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Future Marketing Solutions for inclusion in their website, or other design, are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, indemnify and defend Future Marketing Solutions and its subcontractors from any liability (including solicitors fees and court costs), including any claim or suit, threatened or actual, arising from the use of such elements furnished by the Client.

Evidence of ownership or permissions may be requested by Future Marketing Solutions.

3.5. Completion Date

Future Marketing Solutions and Client must work together to complete the website in a timely manner for both parties to remain profitable. We agree to work expeditiously to complete this project no later than twenty (20) working days from date of cleared deposit and receiving all relevant material from the Client. Future Marketing Solutions, however, cannot be held liable for late completion should the Client not revert with feedback in a timely manner.

3.6. Reviews and Approval Windows

Future Marketing Solutions provides the client with a window of seven (7) working days, from date of project presentation, to approve or give feedback on the work completed. Once the seven (7) day window has expired, the design is considered approved.

3.6.1. Revision Meetings

Web revision meetings are held when the web design has reached the end of a development stage. Number of web revision meetings are dependent on the type and size of website. Web revision meetings are held on zoom where Future Marketing Solutions can take the client into the website to view it firsthand and complete minor revisions in real-time. The client acknowledges that they can invite one additional person to the revision meeting, as an advisor, to get another perspective or opinion.

3.6.2. Revision Limits

Revision meetings are excluded in the revision limits, provided the revisions asked of Future Marketing Solutions during the revision meetings are minor. Any changes that do not take up an excessive amount of time to correct and changes on the front-end are considered minor. However, any changes to visual or graphic elements on the front-end, content revision or changes to be applied throughout the website, are considered to be significant/major page modification.

Any changes that cannot be done during the revision meeting will be written down by the designated Web Designer and they will count as a revision against the client's revision limit. After a revision meeting, the client acknowledges that they have seven (7) working days to provide Future Marketing Solutions with an email or Word/PDF attachment that lists all changes the client wants completed. Each revision list sent to Future Marketing Solutions counts as a single revision. If the client has not provided a revisions list within the seven working days, all work will be considered approved and Future Marketing Solutions will assume the client is happy to move onto the next stage of development. The client can request a time extension for revision windows.

Future Marketing Solutions and the client agrees that all revision lists shall be communicated and set forth in one email. Any additional revision emails sent will count against the client's revision limit.

3.6.3. Page Modification

Future Marketing Solutions encourage input from the Client during the design process. Future Marketing Solutions understands, however, that the Client may request significant/major design changes to pages that have already been built to the Client's specification. If significant page modification is requested after a page has been built to the Client's specification, we must count it as an additional page. Some examples of significant page modification at the request of the Client include:

- Recreating or significantly modifying the company logo or other graphics at the Client's request
- Replacing more than 50% of the text to any given page at the Client's request
- Creating a new navigation structure or changing the link graphics at the Client's request
- Significantly reconfiguring the Client's shopping cart with new product, shipping or if the e-commerce site needs additional functionality than what was originally discussed by the Client
- Restructuring of the website and page hierarchy (sitemaps) at the client's request
- Requesting a new colour scheme be created/used after colour schemes have been approved and signed off

If the Client requests significant page modification after the page maximum has been reached, a Change Request with estimated costs will be submitted for Client's approval prior to changes being done. Moderate changes, however, will always be covered during our development of the site and covered by our maintenance agreements.

In the event that the proposed change will, in the sole discretion of the Designer, require a delay in the delivery of the Website or would result in additional expense to the Client, then the Client and the Designer shall confer and the Client shall, in its discre-

tion, elect either to withdraw the proposed change or require the Designer to deliver the Website with the proposed change and subject to the delay and/or additional expense.

3.6.4. Client and Third-Party Site Modifications

Future Marketing Solutions are not responsible for any changes made by anyone other than Future Marketing Solutions and/or their authorized agent. If the client wants Future Marketing Solutions to fix a website that has crashed or failed due to client or unapproved third party modifications, it will be done at an additional price due to the extra time needed to resolve any issues.

If Future Marketing Solutions cannot fix the problem, they reserve the right to involve an experienced third-party company to correct the issues. The client agrees to pay for the services of any outsourced or third-party company needed to correct any client and unapproved third-party modification issues.

4. Payments and Contract Lengths

All payment schedules can be found on our prices page (www.futuremarketing.co.za/prices), or will be agreed separately for bespoke work.

Future Marketing Solutions has the right to charge the client up to 85% of the total web development costs, should the client cancel the website agreement after the design concepts have been agreed but prior to the website going live. The scale of the charge will be dependent on what stage the project is at when the cancellation takes place. Once the site goes live any early cancellation of your standing order during the first 12 months will be deemed a break in contract. In this case you would be liable for the balance of the contract to be paid with immediate effect plus a R200 admin fee (The admin fee covers time taken to discover the cancellation, generating an invoice and posting).

Alterations to standing order mandates to reflect new or changed contracts are the sole responsibility of the client. Overpayments to Future Marketing Solutions because of not updating a standing order mandate will not be reimbursed to the Client. Underpayments or missed payments, however, shall be backdated to the point at which the underpayment or missed payment was discovered and the Client shall be responsible for bringing their account up to date within a reasonable period of time.

Contract lengths are normally 12 months unless agreed beforehand between the Client and Future Marketing Solutions. Future Marketing Solutions requires a minimum 30 days' notice to cancel a support or hosting contract. An advance of 50% of the total cost of the project is required before work can commence, unless otherwise stated. Only upon receipt of payment, will a project be opened for the services requested.

No Cheque deposits will be accepted. Cash deposits will incur a 10% fee for bank charges. Once Future Marketing Solutions receives the deposit, basic design concepts will begin.

The balance is due and payable on completion of the project or 30 days from commencement of the project, whichever comes first.

Future Marketing Solutions is to submit a 'First Mock-up Draft' of web site no later than ten to fourteen days (10-14) days after Future Marketing Solutions receives signed agreement, along with down payment and initial direction from the Client (Website Design Brief). The Client is to provide Future Marketing Solutions with all the data needed to complete website, including text, company logo, and images. Communication between Future Marketing Solutions and Client is crucial during this phase to ensure that the ultimate publication will match the Client's taste and requirements.

Upon completion of this stage, the Client will be asked to confirm acceptance for the basic site design via email or by signing a printed copy of the design and scanning it in and emailing it back to Future Marketing Solutions. Once acceptance is received from the Client, work will commence on the project. Upon completion of the website, an approval form will be sent to the Client. Client will supply written approval by printing and signing the approval form, which will be emailed back to Future Marketing Solutions.

Any additional charges incurred will be due within seven (7) days after delivery of the project and invoice. All payments are non-refundable and required even if deliverables are not used by client.

Should payment not be made within fifteen (15) days of notification, a late payment penalty of R550 will be charged per month that the fees remain outstanding. Future Marketing Solutions reserves the right to remove all web content from the Internet if payment is not made within thirty (30) days of completion notification. If case collection proves necessary, Client agrees to pay all fees incurred in that process. Regardless of the place of signing this agreement, Client agrees that for the purposes of venue, this contract was entered into in Johannesburg, South Africa, and any dispute will be litigated or arbitrated in Johannesburg, South Africa.

4.1. Default

An account shall be considered default if it remains unpaid for 30 days from the date of invoice. Future Marketing Solutions shall be considered entitled to remove Future Marketing Solutions and/or the clients material from any and all computer systems, until the amount due has been fully paid. This includes any and all unpaid monies due for services, including, but not limited to, hosting, domain registration, design and maintenance, sub-contractors, printers, photographers and photography libraries.

Removal of such materials does not relieve the client of its obligation to pay the due amount. Clients whose accounts become default agree to pay Future Marketing Solutions reasonable legal expenses and third party collection agency fees in the enforcement of these Terms and Conditions.

4.2. Rights Upon Termination of Agreement

Future Marketing Solutions shall transfer, assign and make available to Client all property and materials in Future Marketing Solutions possession or subject to Future Marketing Solutions control that are the property of Client, subject to payment in full of amounts due, pursuant to this agreement. Future Marketing Solutions also agrees to provide reasonable co-operation in arranging for the transfer or approval of third parties interest in all contracts, agreements and other arrangements with advertising media, suppliers, talent and others not then utilized, and all rights and claims thereto and therein, following appropriate release from the obligations therein.

Cancellation of the project at the request of the Client must be made by email. In the event that work is postponed or cancelled at the request of the Client by the email, Future Marketing Solutions shall have the right to retain the original deposit. In the event this amount is not sufficient to cover Future Marketing Solutions for the time and expense already invested in the project, the Client shall be liable to pay for all work completed at the hourly rate. If additional payment is due, this will be billed to the Client within seven (7) days of notification via email to stop work.

4.3. Maintenance Agreements

Maintenance Agreements are negotiated on a Client-by-Client basis as each Client will have differing needs. Future Marketing Solutions offers two kinds of Maintenance Agreements:

The Monthly "Flat Rate" Maintenance Contract - The Client pays a fixed monthly rate for such things as changing the price of an item, adding additional inventory to online store, addition of email addresses and making minor changes to a sentence or paragraph, etc. "Flat Rate" Agreement is payable each month, whether the time is used or not. Please enquire for the rate choices.

The "As Needed" Maintenance Contract - A monthly chargeable agreement, higher than the "Flat Rate", but offering cost savings on sites with little to no changes. Charges incur when Client requests a change.

Changes requested by the Client beyond those limits will be billed at the hourly rate of R450.00 per hour. This rate shall also apply toward additional work authorized beyond the maximums specified above for such services as: general Internet orientation education, marketing consulting, web page design, editing,

modifying product pages and databases in an online store, and art, photo, graphics services, and helping Clients learn how to use their own web page editor.

Maintenance Agreements exclude any additional functionality added to the web site, for example galleries, calendars, forums, polls etc. Any web site or web page redesigns, graphic design (banners, advertisements etc.) are also excluded from the maintenance agreement. Should the Client or an agent, other than Future Marketing Solutions, attempt to update the website and damage the design or impair the ability for the web pages to display or function properly, time to repair the web pages will be assessed at the hourly rate, and is not included as part of the updating time. There is a one-hour minimum. Provided that Future Marketing Solutions may increase its hourly rate as provided for herein on 15 days written notice to the Client.

5. The Copyright

After the initial 12-month period, copyright is automatically assigned as follows:

The Client will own, or have express permission to use, the text files, images, graphics and any visual elements, video or sound-bytes, that the client may have sent to Future Marketing Solutions to use in connection with the project.

Future Marketing Solutions will maintain copies of all the files used in connection with the client's project and if the client requires a copy of all the files used in connection with their project, then Future Marketing Solutions will be happy to supply this to the client via USB, WeTransfer or Dropbox. Copies of the website files are maintained by us for a reasonable time (usually at least one year), and if the client is hosting with Future Marketing Solutions, then files are maintained both locally and on external servers.

The copyright to the markup, CSS files, other code that may have been used by us for you, or certain images that Future Marketing Solutions may have supplied to or for the client are licensed to the client in connection with this web design project, and will be licensed solely to the domain name on which the website files reside. If the client owns the domain name, then they own the copyright.

At the bottom of the website page(s) after payment has been completed, usually it will say Copyright and the name of the client's business or company. Future Marketing Solutions does however reserve the right as the Company responsible for the design and/or development to place a small and unobtrusive link at the bottom of the client's website, thereby not hindering or distracting from the website design.

As the design company Future Marketing Solutions also reserve the right to display and link to your completed project as part of Future Marketing Solutions portfolio, and to write about the project on other websites, in magazine or online articles, books, written or digital publications of any design and source. Please inform us in advance of the website going live if you DO NOT want us to add your site to our portfolio of work.

The Client represents to Future Marketing Solutions and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Future Marketing Solutions for inclusion in web pages are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Future Marketing Solutions and its subcontractors from any claim or suit arising from the use of such elements furnished by the Client.

The Designer warrants and represents that it will not knowingly violate the intellectual property rights of any third party in its performance of the Services.

The Client warrants and represents that any content provided to the Designer to facilitate the performance of the Services shall not violate the intellectual property rights of any third party and shall indemnify the Designer against any claim that results from the provision of such allegedly infringing content.

5.1. Ownership to Web Pages and Graphics

Copyright to the finished assembled work of web pages produced by Future Marketing Solutions and graphics shall be vested with the Client upon final payment for the project. This ownership is to include design, photos, graphics, source code, work-up files, text and any program(s) specifically designed or purchased on behalf of the Client for completion of this project. Stock Images provided by Future Marketing Solutions remain the property of Future Marketing Solutions, unless purchased by the Client.

All materials developed under this contract and intended for publication to the web remain the property of Future Marketing Solutions until such time as Client has tendered final payment for the work described herein. At this time, all materials become the property of Client and may be used by them as desired. Should Client use materials described in this contract on the web before the tender of final payment, then this contract is breached and appropriate penalties will apply. Future Marketing Solutions retains the right to display graphics and other web design elements as examples of their work in their portfolios.

6. Liability

Future Marketing Solutions will not be held liable for any missed launch date or deadline, if the Client has been late in supplying materials, or has not approved or signed off work on time, at any stage.

Client agrees that any material submitted for publication will not contain anything leading to an abusive or unethical use of the Web Hosting Service, the Host Server or Future Marketing Solutions. Abusive and unethical materials and uses include, but are not limited to, pornography, obscenity, nudity, violations of privacy, computer viruses, harassment, any illegal activity, spamming, advocacy of an illegal activity, and any infringement of privacy. Future Marketing Solutions reserves the right to determine what is and is not pornography.

The Client hereby agrees to indemnify and hold harmless Future Marketing Solutions from any claim resulting from the Clients publication of material or use of those materials. It is also understood that Future Marketing Solutions will not publish information over the Internet which may be used by another party to harm another.

7. Indemnification

Client agrees that it shall defend, indemnify, save and hold CFuture Marketing Solutions harmless from any and all demands, liabilities, losses, costs and claims, including reasonable attorneys fees associated with Future Marketing Solutions development of the Clients web site. This includes liabilities asserted against Future Marketing Solutions, its subcontractors, agents, clients, officers and employees, that may arise or result from any service provided or performed or agreed to be performed or any product sold by the Client, its agents, employees or assigns.

Client also agrees to defend, indemnify and hold harmless Future Marketing Solutions against liabilities arising out of any injury to person or property caused by any products or services sold or otherwise distributed over the Clients website. This includes infringing on the proprietary rights of a third party, copyright infringement, and delivering any defective product or misinformation which is detrimental to another person, organization or business.

8. Confidentiality

Future Marketing Solutions adheres to all national and ZA data protection, data transfer, data retention, and confidentiality regulations and always stores data sent to us in a secure manner within our security policy.

9. General

A website will not launch until a standing order or payment has been set up unless special agreement has been reached in advance.

Additional costs for extra features and/or additional design costs, not covered by our standard packages, will be agreed, and invoiced before the website goes live. See www.futuremarketing.solutions/prices for a list of charges.

Additional design costs include, but not limited to, changes in the following:

Corporate image (CI), changing the type of website (e.g. e-commerce from content, or single page to multiple page content website), photo editing, additional revisions of website design, colour schemes and fonts, custom buttons, icons and custom graphics.

The typical scope for CI includes logo design, social media banners, business cards, letterheads and email signatures.

If the Client does not respond to Future Marketing Solutions' request to discuss or choose ongoing support options, the client will automatically be placed on what Future Marketing Solutions feels is the most appropriate support package.

A small admin fee is payable for switching the client to another hosting provider.

Hosting only clients, will be charged at Future Marketing Solutions normal hourly rate for any further changes or updates to their website.

There may be an additional fee for any design changes requested after the initial agreed design has been signed off.

Future Marketing Solutions is not responsible for writing any text copy unless this has been specified by the client.

If the client is hosting the website elsewhere, Future Marketing Solutions cannot guarantee that the website is fully compatible with all hosting provider's server operating systems, especially any contact forms, Content Management Systems, database driven websites, etc.

If the website is to be hosted elsewhere, then the client will still pay the same monthly fee as agreed.

Future Marketing Solutions do not offer any technical support for any other website hosting company that you may choose (if the client elects not to host the website with Future Marketing Solutions).

Future Marketing Solutions cannot guarantee that the functions contained within any web page (or part of your website design), will always be error free, and therefore Future Marketing Solutions will not be liable in any way whatsoever to you for any third party damages, including lost profits, lost savings, or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages.

If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions. Just the same as a fine, you cannot transfer this contract to anyone else without our consent or permission.

This contract remains in force and need not be renewed. Although Future Marketing Solutions have tried to keep this contract language simple, the intentions are serious, and the contract is a legal document under the exclusive jurisdiction of English Law and Courts.

10. Design Credit

The Client agrees that Future Marketing Solutions may put a byline on the bottom of the web pages establishing design and development credit.

11. Terms and Conditions

Future Marketing Solutions does not warrant that the functions contained in these web pages or the Internet website will meet the Clients requirements or that the operation of the web pages will be uninterrupted or error-free. The entire risk as to the quality and performance of the web pages and website is with the Client. In no event will Future Marketing Solutions be liable to the client of any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages arising out of the operation or inability to operate these web pages or website, even if Future Marketing Solutions has been advised of the possibility of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

12. Sole Agreement

The agreement contained in this "Website Terms and Conditions" constitutes the sole agreement between Future Marketing Solutions and the Client regarding this website. Any additional work not specified in this contract must be authorized by a written change order.

This agreement constitutes the entire understanding of Future Marketing Solutions and Client. Both parties warrant that they have read and understand the terms set forth in this agreement. This agreement terminates and supersedes all prior understanding or agreements on the subject matter hereof. Any changes or modification thereto must be in writing and signed by both parties. The Client agrees to the terms of this agreement on behalf of his or her organization or business.

13. What do both parties agree to?

13.1. The Client agrees to:

- Provide Future Marketing Solutions, within a reasonable timescale, everything that is requested from you to complete the Project including text, images, and other information.
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- Provide Future Marketing Solutions with text and images in the format as stated in 3.4. Photographs, images and visual elements.
-
- Review Future Marketing Solutions' work, provide feedback, and signoff approval in a timely manner.
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- Make every effort to adhere to all agreed deadlines.
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- Adhere to the payment schedule laid out on our prices page (www.futuremarketing.solutions/prices), or agreed separately for bespoke work.
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- Advise, in advance, of any confidential information to be presented by email, written, or verbally, between both parties. Also, for this to be marked as 'confidential' in the subject of the email, or clearly on any written documents.
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- Provide a minimum of one months' notice in writing, or by email should you wish to cancel any contract.

13.2. The Company agrees to:

- Carry out services in a professional and timely manner.
-
- Make every effort to adhere to any deadlines agreed between Future Marketing Solutions and the client.
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- Make a reasonable number of revisions to the design, layout, colours etc, until the client is satisfied with the design concept or such time as both parties feel an agreement is likely to be reached but no more than 3 major revisions, unless otherwise discussed. Additional revisions or design work outside the scope of the project will be charged separately.
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- Endeavor to complete requested website reviews or up-dates within 48 hours, wherever possible. Revision entitlement per month is dependent on your support package
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- Maintain up to date skills and knowledge through regular training and research.
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- Contact the client before the end of the first 12-month period, to discuss the various options open to the client for continuing website maintenance and support and/or hosting.

14. Changes to these Terms and Conditions

Future Marketing Solutions reserves the right to add, delete, or modify any provision of these Terms and Conditions at any time without notice. Failure to receive notification of a change does not make those changes invalid. These Terms and Conditions will always be available to download or print from our website.

Signed and agreed to on this _____ day of _____ 20_____.

Client Name

Client Signature



New Website Brief

Company Contact Information

Contact:

URL (if applicable):

Company Name:

FTP Username (if applicable):

Email:

Password (if applicable):

Social Media Information (If applicable)

Facebook: _____

Instagram: _____

Twitter: _____

LinkedIn: _____

Company Overview: What is the purpose of your site?

What outcome do you want for your site?

- Generate Leads Sales Traffic Reputation Build Client Base

What type of website would you prefer?

- Brochure Shop Membership E-learning Portfolio Landing Page
 Blog Web App

What will you offer on your website?

- Contact Info Testimonials Events Appointments
 Business Details Photos News/Media info Courses/Educational
 Product Details Volunteer Opp Store Streaming/Videos

Date

Client Signature



New Website Brief

How will you bring Clients/Customers to your site?

- Submissions to: Search Engines, Directories, Industry-specific Directories
- Reciprocal Linking to Others
- Banner Ads/Link Exchange
- Paid Banner Ads
- SEO Only
- Paid Search Engine Listings (Google AdWords) Budget:
- Marketing in News Groups/E-mail (eg: Newsletters)
- Social Media Marketing
- Business Cards, Letterheads, etc
- Offline Media Advertising: Billboards, Magazines, etc
- Flyers/Brochures
- Incentives: Promotions, Specials, Vouchers, etc

How would you define success for your site. What are your expectations?

Do you require the Website content to be updated regularly? Yes No

_____ Date

_____ Client Signature



New Website Brief

Do you have a logo? Yes No

Write your Tagline/Slogan here, if applicable: _____

Do you have a domain name? Yes No

Do you have a sitemap? Yes No

Write your domain name here, if applicable: _____

Provide website references with the type of design, functionality or layout you enjoy:

URL or company name: _____

What do you like about their site?

URL or company name: _____

What do you like about their site?

URL or company name: _____

What do you like about their site?

URL or company name: _____

What do you like about their site?

Date

Client Signature

Please Note: The forms are ready to send back once all fields are complete and signed. If there are any fields not applicable to you, please use "N/A" to occupy the field.

Please Note that the forms need a proper signature as it is easy for anyone to type a name on your behalf. Digital signatures are welcome, alternatively we ask that you print the form to sign it and scan it.

FMS cannot start any project until all forms are complete and the client has initialed /signed where indicated. If you have any questions or enquiries, you can find our contact details at the top right corner of each page.