



Client Confidentiality and Copyright Protected

No confidential information about the client's organisation will be forwarded, disclosed or sold to any third party. Any information given to us will be used solely for the client's work and remains their copyright property.

Client to Supply Data/ Information

In order for project completion, the client must provide all requested data, information, logos, graphic and other material to be incorporated into the website.

Timeframes

We endeavour to complete all tasks within the timeframe agreed with clients. As a general indication, an average static website (up to 10 pages with no database or server-end scripting) normally takes about three weeks subject to timely provision of information and feedback from the client. Dynamic websites take longer depending on size.

Fees Cover:

- Initial meeting if required (in Wellington area)
- Up to 8 proofs of graphic design (draft images of what the website will look like)

Fees Don't Cover:

Any of the following may incur extra charges to cover extra time or work required:

- Additional meetings, or meetings outside Wellington area (travel and accommodation expenses incurred)
- Changes to the original brief/ scope (i.e. client's change of mind 'down track' including requested change of direction after approving proofs)
- Amendments requested after presentation of 8th proof
- Any other out-of-pocket expenses incurred during the project

Payment of Fees

A 25% deposit is required before commencement of work, with the remainder due on completion. If the project is delayed more than 2 months by the client, a progress payment may be required to cover interim costs. A maintenance fee may be charged if content is changed over this period, to cover re-work. The remainder of the fee is payable once the client sees and approves the online website.

Invoices will generally be sent early in the month with payment due on the 20th of the month, but this may vary. Payment is receivable by direct credit or cheque, as per instructions on invoices. Unless special arrangements are made, fees more than 3 months overdue may be handed over to debt recovery agencies with extra fees payable by the client.



Web Design Terms & Conditions

Refund or Waiver of Fees

In the unlikely event that the website does not fulfil its intended purpose, every effort will be made to remedy this, but if no satisfactory result is achieved then payment by the client will be waived and any fees already paid will be refunded.

Design or Maintenance Credit

A credit and link to Spectra-Media will be placed at the bottom of website pages, unless the client requests otherwise.

Non-liability for Client Internet Problems

Being out of our control, we will not be held responsible for any browser or hosting performance errors, or any difficulties with telecommunications performance in the viewing of web pages.

Types of Content We Won't Work With

We accept just about any kind of content but there are a few exceptions as follows:

- Anything deceptive, harmful, offensive, illegal, or violating copyright, such as pornography, prostitution, serious gambling, loan sharks, tobacco, narcotic drugs, or environmental violation.
- Religious/ spiritual or political content that violates our Judeo-Christian values such as witchcraft, occultism, satanism, facism, racism, or some forms of alternative medicine. (Feel free to check with us if in doubt).

No Liability for Factual Accuracy of Content

We will not be held responsible for factual errors in content such as product images or descriptions, dates, etc, as the client has final responsibility to check this and request any corrections necessary before publishing the website.

End