

WEBSITES

The website provided by DBWD will be optimised for use on smartphones. The website will be a functional tool designed for ease of navigation for the user, aimed to encourage interaction between the client and potential customers for the client. The website will also carry a stylish, functional and professional internet presence on desktop and tablet viewings.

EMAIL AND SOCIAL MEDIA MANAGEMENT

Email monitoring provided by DBWD as part of the ESM service involves agreed office hours monitoring of incoming email and responding to each individual email as per instructions given by the Client prior to the service being activated.

Daily social media updates may be submitted by the Client to DBWD to post on the Clients relevant social media platforms. DBWD can also make informed posts on these platforms as agreed with the Client.

PRODUCT PURCHASING

A website or service is considered "purchased" once the agreement is signed by the customer (hereby referred to as the *Client*). Other than submitting design templates to the Client, no work will be undertaken by DB Web Designs (hereby referred to as *DBWD*) until said document is signed.

AGREEMENT TERMS

The agreement lasts for one year from the date of signing. The total annual cost of the agreement is payable via payment methods and terms agreed between DBWD and the Client for this period. A renewal option is offered two months prior to the active agreement ending. A small cost at this juncture for domain name renewal is payable.

WEBSITE PRODUCT AND MAINTENANCE

The website provided will be smartphone friendly (read the Product Detail section on the left of this document) and therefore, whilst attention is paid to style and appearance, functionality will be the prime consideration.

CONTENT INPUT

All written website content is provided by the Client. Whilst DBWD will proofread the submitted content, advising of any required changes, the Client remains responsible for the written content submitted.

Website imagery will be provided by either the Client or DBWD as agreed. No extra charge is payable for an image provided by DBWD.

S.E.O. (SEARCH ENGINE OPTIMISATION)

A basic level of SEO is provided within the cost of the Clients chosen agreement which will allow the Clients website details to be found on search engines.

EMAIL AND SOCIAL MEDIA MANAGEMENT SERVICE

The Email and Social Media Management Service (hereby referred to as *ESM*) is independent of any agreed website package unless included within said package (see relevant section on the left of this document)

PAYMENT TERMS

The amount payable is broken into two sections: The set up charge and the maintenance charge.

The set up charge is payable at 50% once the agreement is signed and the remaining 50% once the website / service is in a position to proceed to publication as agreed by the Client and DB Web Designs.

The maintenance charge is invoiced monthly and payable via bank transfer to DB Web Designs within 30 days of the invoice date.