



Website design service **agreement** **and set-up form**





Professional web and print designs.....

*Advert and brochure designs,
Business card and logo designs,
Hosting, email and domains*

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1. Company details

Your Name:	
Company Name:	
Address:	
Postcode:	
Your contact email address:	
Your contact phone number:	
Existing .co.uk domain name (if applicable) or preferred .co.uk domain name.	

2. Website details

Can you provide a logo in digital form (350px X 80px)?	
What is your tagline? E.g. Software solutions for small businesses	
Can you provide a photo to be placed to the right of the logo (450px X 150px)?	
What alternate text would you like for the photo or image (this is displayed when the mouse hovers over the image)?	
What contact phone number would you like on the website?	
What email address would you like on the website to receive enquiries?	
Please can you provide a message that you would like to appear when an enquiry email is sent to you e.g. "Thank you for your email. We will contact you shortly."	
Please provide a paragraph (max 100 words) explaining what your company provides?	

<p>Please provide an additional paragraph (max 100 words) explaining more about what your company provides?</p>	
<p>Please provide an additional paragraph (max 75 words) of two testimonials from clients?</p>	
<p>You can include up to 10 images or photos (290px X 390px). Can you provide alternate text for each one?</p>	
<p>Can you provide two logos (70px X 70px) relating to either a supplier, affiliated company e.g. BSI? Please note it is YOUR responsibility to ensure you have permission to use another company or organisations logo.</p>	
<p>Alternate text for logo 1:</p>	
<p>Alternate text for logo 2:</p>	
<p>Can you provide any example websites you wish to aspire to? These will not be copied in any way but it is useful to ascertain what you like or dislike. Please also explain what elements you like or dislike for each example. E.g. www.google.co.uk for its simple design</p>	

3. Search engine optimisation

Title of the website (this will appear in the title bar of the browser):	
Description of the website (this will be submitted to Google):	
Please provide up to 15 keywords (not sentences) which will be submitted to Google:	



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4. Additonal notes

5. Terms and conditions

All text and images provided to CPD Web Design for the purposes of the website creation are owned by the client or the client has received written permission to do so.

Full and final payment for the sum of £200 is required before any work is started on the website. Cheques can be made payable to "Banbury Software Solutions Ltd."

The website will only be hosted on a web server provided by CPD Web Design. CPD Web Design will own in full the website and it is not and will not be transferred to another web server without prior written permission from CPD Web Design. Where a domain name has been provided by another supplier, this can be redirected to CPD Web Design's server.

Domain names are registered for 2 years through Nominet the UK regulator for .co.uk domain names. Domain names are owned by the client and not CPD Web Design. Upon renewal of the domain CPD Web Design will advise the client who will be responsible for the renewal payment.

6. Office use

Receipt for payment sent to client	
Register domain	
Re-direct to holding page	
Register email address	
Test enquiry email from Thank You.php page	
Instruct client on email set-up	
Submit to search engines	
Client testimonial	
Update portfolios	
Stats uploaded, tested and advised	



7. Agreement

I can confirm that I have read and understood the terms and conditions above.

Signed:	
Dated:	

Completed forms can be posted, along with a payment of £200 to;

*Banbury Software Solutions Ltd.,
59 Ruscott Avenue,
Banbury
OXON
OX16 2NS*