



Design Terms and Conditions

- It will be your responsibility to provide us with all the information we need to complete your project. This includes login information, copy, text, pictures, etc.
- A Client Member Center will be provided for all clients. You will be required to sign in to view your work-in-progress in order to clear up any problems early in the design process.
- Hosting is billed separately from the Design process.
- On smaller projects a 50% deposit may be required.
- We accept PayPal and we can send out electronic invoices (E-mail) for instant payment - on request please.
- If your credit card is rejected, your work will be removed from the Internet.
- You MUST establish ONE point of contact! This is the only person from your company that will work directly with us. This is very important. Having more than one POC can lead to confusion and extra development time! You should direct all your design questions to design@mcnultywebsolutions.com.
- You will be notified by E-mail when an update is completed.
- We prefer E-mail communication or messages posted in our Client Area in order to have a hard copy of design/work discussions. We realize that this may not always be appropriate and will schedule phone conversations as needed. You can always call in an emergency situation.
- You will be billed hourly for phone correspondences after the first hour. We are consultants and our time is valuable - just like yours. E-mail correspondence is free.
- When you send us E-mail, please use the subject WISELY! Please indicate the topic of the E-mail through the subject line.
- If work is added to the original proposal, development time & associated costs will increase.
- You are responsible for your content, copy, and text. We can hire copywriters if needed.
- We are not typist. Please send ALL of your content in such a manner that we can cut and paste it into your Web page. You can do this by directly typing into an E-mail or sending a .doc file as an attachment. Doing this speeds up the design process and eliminates typos and mistakes.
- We are available by E-mail 24 hours a day and via phone by appointment only.
- If you are not timely in correspondence or delivering materials, this will cause your project to be delayed, as we take on new clients daily.
- Don't understand?? Contact US!

By signing below, you agree to our terms as well as understand them:

Date: ____/____/____

Name: _____

Signature: _____