



Miki Website Design Terms & Conditions
1st Jan 2020

PLEASE READ CAREFULLY

These terms and conditions apply to all website orders with Miki Roddin Website Design (MR) and, by placing an order, you agree to be bound by the terms and conditions set out below.

Services, Deliverables and Work Product

MR shall deliver the following Work:

Services and/or Deliverables	Delivery Dates	Amount Payable (GBP)
MR introduction and initial discussion around website requirements	To be agreed	
First draft – and all further amended drafts	To be agreed	25% upfront payment to start engagement
Final draft	To be agreed	
Go Live and ongoing support	To be agreed	75% - Outstanding amount
After first 12 months from first draft & 25% upfront payment having been received - full hosting, support and 20 free content updates/year		£23/month inc. VAT for non e-commerce websites £33/month inc. VAT for e-commerce websites

Assumptions (with regards to the above amounts payable):

- 25% will be invoiced prior to the start of the preparation of the first draft, which will commence immediately once payment has been received
- Payment is due within a maximum of 30 days of invoice being issued
- Where full payment of the final invoice is not made within 30 days of issue, MR reserves the right to take down the website until payment has been made.

Duration of Engagement

1. MR will provide support for the website for 12 months after the first draft of the website has been produced and the 25% upfront payment has been received. This will include 10 content updates, which can be spread in any way throughout the 12 months.
2. After the first 12 months, MR will continue to provide hosting, support and 20 free content updates/year for a fee of £23/month (non e-commerce websites) & £33/month (e-commerce websites). This will be invoiced monthly with a 7 day payment term.
3. Where full payment of these monthly invoices is not made according to the payment terms, MR reserves the right to take down the website until payment has been made.
4. If you wish to cancel your website hosting, YOU WILL NEED TO PROVIDE MR with 1 month’s written notice.



Confidential Information

The following additional obligations apply with respect to the Work:

1. Confidential Information shall include, but not be limited to:
 - All communications received from the customer (including any attachments)
 - All documents accessed by MR associated with the Work.
 - All documentation created by MR as part of the Work.

General

1. MR reserves the right to supplement and amend the Terms & Conditions from time to time. Should any changes to Terms & Conditions be made, these will be posted online and all existing customers, will be made aware of them by email.
2. We shall ensure that we comply with the requirement of all current data protection legislation including, without limitation, the Data Protection Act 1998 (as replaced, modified or re-enacted from time to time). We shall only use personal data received from you for fulfilling our obligations under the Terms & Conditions unless otherwise agreed.
3. Your order will be deemed to have occurred in the UK. These Terms & Conditions shall be governed by and construed in accordance with Scottish Law and the parties agree to submit to the exclusive authority of the Scottish courts.

