

Step 1

Quotation Acceptance Form

Special 30% discount for a website build only. The details and pricing on this form subject to change without notice.

Option 2 Website QUOTE

Please print options 1a out this document and sign.

Client Name: **John Smith** Client
 Organisation: **ACME Ltd.** Organisation
 Address: **1000 New St** Address
 Email: **john@acme.zz** Email
 Telephone: **04 123 4567** Telephone

TERMS OF SERVICES

Please sign these terms of service in order to start any IT work.

The Client refers to the individual or organisation requesting IT services, and The Consultant refers to the Consultant providing IT services listed for available services.

1 Warranty of Services
 The Consultant warrants that all IT Services shall be performed to a high standard of care and shall be for the purpose or use for the Consultant or as detailed in each quotation.

2 Breadth of Services
 In the website content that the Consultant provides the Warranty of Services, the Consultant shall be the sole provider of all services unless otherwise specified. All services shall be for the Client's use and any other use shall be subject to a 10% p.a. fee payment unless otherwise stated. All services shall be subject to a 10% p.a. fee payment unless otherwise stated. All services shall be subject to a 10% p.a. fee payment unless otherwise stated.

3 Indemnity
 All rights and uses of graphics, logos and content are the responsibility of the Client. The Client agrees to indemnify, defend and hold the Consultant harmless from any and all claims, demands and liabilities for the infringement of any trademarks or patents, copyrights or other business and intellectual property rights of any third party, including any loss of business operations, and the total liability of the Consultant shall not exceed the total value of the services performed.

4 Limitation of liability
 The Consultant shall not be liable to hold liable for any indirect or consequential loss or damage arising from the performance of any work or services, including any loss of business operations, and the total liability of the Consultant shall not exceed the total value of the services performed.

5 Entire Terms of Service Agreement
 This Agreement, together with the written Agreement between the parties, the variation to this Agreement shall be effective unless agreed in writing.

6 Acceptance
 If any part of a quote or Client of this Agreement is held to a Court of competent jurisdiction to be null and void, the Client or Consultant shall not be held liable affecting the validity of the remaining part of the quote or Client.

PLEASE SIGN BELOW TO INDICATE AGREEMENT WITH TERMS AND THE QUOTE # ABOVE.

John Smith (Signature) Date: **22/10**

Please complete, sign, and mail us your quote and the Terms of Services form for the specific website option (**Core, or Business, or Enterprise**).

Request your free no obligation quote by simply dialing 0800 777 771 selecting option 1 and providing your business email address.



Step 2

Initial project deposit

We can **not** begin any work without your signed authorisation Terms of Services form, and the payment of project deposit (20% of project total).

Deposit payments can be made by PayPal, direct bank transfer or by business cheques.

You will receive details and payment options on your official quote. Deposits also guarantee your project priority.

Step 3

Content sources

To help us get started, please use the following form to specify how you will be supplying content to us.

Most website updates utilise a large portion of content from an existing website or from existing Marketing brochures/advertisements.

Please fill out the following online form:
<http://www.advancedcomputing.co/websitecontent/contentform.php>





Silver *MOST POPULAR*

\$11.99 /month

600MB Disk Space

4GB Traffic

Unlimited E-Mail Accts

Step 4

Register for web hosting

Our unique process **requires** the use of very specific infrastructure tools. We therefore require the use of either Openhost.co.nz or Web Drive web hosting.

We do **not** receive any payments from these companies.

Most of our clients sign up for Openhost.co.nz Linux Silver Package, which costs **\$11.99 /month** + GST.

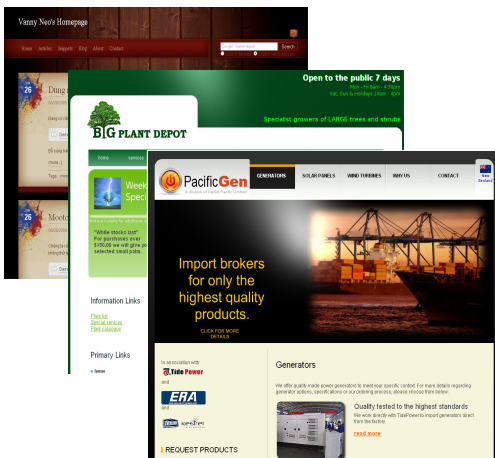
Note: Please telephone our web engineer to walk you through this important step.

Step 5

Select a template

We will supply you with a choice of up to **five** professionally designed templates. All of the designs utilise highly professional design techniques for the most effective branding impact. Please review our most recent Website projects (linked from our website) to see examples.

Choose a specific template and email our web engineer with the template **NAME** and **ID number**.



Step 6

Provide content

We will utilise any content options you supply, although most of our clients prefer to email us:

- Word documents with business details
- Photographs of staff and their office
- Marketing brochures and flyers
- Advertisements and recent publications
- Text about the business in an email

We have an online content submission form to make it easy and convenient.

