

moneyppenny

Instruction Form for Website Services

Virtual Assistance

Name:

Address:

Contact Tel:

Email:

Description of website requirement:

Please tick the following if relevant:-

- Will you be providing a logo?*
- Will you be providing a colour scheme?*
- Will you be providing graphics (inc. photographs)?
- Do you have a domain name? **
- Do you have web space (hosting)? * *
- Other (please specify)

* If no, please provide, in the space below, addresses of websites you like to give an indication of your preferences.

** We can assist with organising domain and hosting registration if required.

Websites of interest



-
- I confirm that I have read and accept the terms and conditions shown overleaf.

Signed:

Dated:

Please email, fax or post this form back to Moneyppenny Virtual Assistance



TERMS AND CONDITIONS

If the assignment changes from the original agreement both parties must agree the differences in writing detailing the changes in assignment and fees.

Website alterations will be free of charge for the first 3 months. Changes thereafter will be charged at £18 per hour to the nearest ½ hour.

Credit/debit card payments are not currently accepted. Payment should be made by cheque made payable to "Ruth Evans".

Money Penny Virtual Assistance Limited requires payment within 14 days of an invoice becoming due. Failure to make payment within this timeframe will result in interest being charged. Any costs incurred as a result of instructing a solicitor or collection agency will be charged to the client.

Disbursements are charged separately at cost.

Final proof reading is the responsibility of the client.

Money Penny Virtual Assistance Limited reserves the right to refuse any assignment without explanation.

Money Penny Virtual Assistance Limited will archive assignments for 18 months however Money Penny Virtual Assistance Limited does not accept responsibility for accidental damage, theft or destruction by fire.

All prices are subject to change however any quotation will be honoured until the expiry date specified.

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