

Web Design Order Form & Tax Invoice

Owned and Operated by Anderson Gray Worldwide Pty Ltd
 ACN: 133 166 382
 ABN: 30 203 844 905



MELBOURNE
WEBSITE DESIGN
 & SEARCH ENGINE OPTIMISATION

New Member Information	Trading Name						Date					
	Current Address						Landline Phone Number					
	Individual						Mobile Phone Number					
	Website Address						Existing?	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO	
	Industry Type(s)						ABN:					
	Who introduced you to MWD?											
	Iteration length*:						Est. Completion**:					
	Web Brief Number:											
	Agreement: By signing this agreement, I give Anderson Gray Worldwide Pty Ltd permission to charge my credit card for payments as noted below. I also confirm that I have read and understood the Terms and Conditions as noted overleaf and agree to conform to the requirements as written. This agreement is set in the state of Victoria, Australia and is applicable to the laws of this state.											
	Date:	D	D	/	M	M	/	Y	Y	Signed:	x	

Payment Information	Package Selection	Type of Payment	Payment Authorisation									
	BASIC PACKAGE^ <input type="checkbox"/> \$725 (excludes GST) SILVER PACKAGE^ <input type="checkbox"/> \$1,435 (excludes GST) GOLD PACKAGE^ <input type="checkbox"/> \$2,245 (excludes GST) PLATINUM PACKAGE^ <input type="checkbox"/> \$3,650 (excludes GST)	<input type="checkbox"/> VISA (2.5% Fee) <input type="checkbox"/> M/CARD (2.5% Fee) <input type="checkbox"/> T/T (Fee Free) <input type="checkbox"/> CHQ (Fee Free)	Full Name on Card							Expiry Date		
			CARD NUMBER HERE							MM	YY	YY
			Three digit security Code (rear of card)							C	I	V
			Signature	X								
			Bank Name	BENDIGO BANK								
Account Name			ANDERSON GRAY WORLDWIDE PTY LTD									
BSB	633 000											
Account Number	1349 635 45											
Additional Options / Upgrades	BASIC PACKAGE	SILVER PACKAGE	GOLD PACKAGE	PLATINUM PACKAGE								
	<ul style="list-style-type: none"> Home Page About Us Page Contact Us Page Domain Name 2 x email addresses 12 months hosting Content Management System Plus 1 Optional Extra Credit 	<ul style="list-style-type: none"> Home Page About Us Page Contact Us Page 3 x additional pages Domain Name 5 x email addresses 12 months hosting Content Management System Plus 4 Optional Extra Credits 	<ul style="list-style-type: none"> Home Page About Us Page Contact Us Page 6 x additional pages Domain Name 10 x email addresses 12 months hosting Content Management System Plus 6 Optional Extra Credits Home Page + One (1) Page Professional Copywriting Google Maps Listing with 6 categories 	<ul style="list-style-type: none"> Home Page About Us Page Contact Us Page 6 x additional pages Domain Name 15 x email addresses 12 months hosting Content Management System Plus 8 Optional Extra Credits Home Page + Two (2) Pages Professional Copywriting Google Maps Listing with 6 categories One month Google Adwords campaign (up to \$800 spend) 								
	VALUED AT: \$1,810 SAVE: \$1,080	VALUED AT: \$2,800 SAVE: \$1,365	VALUED AT: \$4,070 SAVE: \$1,825	VALUED AT: \$6,120 SAVE: \$2,470								

*Iteration Length is the number of days between receiving a site changes form and returning it completed. Default is 7 days
 **The default Estimated completion date is 6 weeks from date of signing.



Terms	1. There are three phases in the creation of a website. Design to First Draft, First Draft to Final Draft and Final Draft to Live Website. The client is responsible for advising Anderson Gray of any changes which are required within a reasonable timeframe in each one of these phases. <ol style="list-style-type: none"> a. After each phase, a form will be issued, together with a draft website. <ol style="list-style-type: none"> i. This form must be completed and returned to Anderson Gray within a standard timeframe of 7 days. The same edict applies to all phases. ii. If a longer iteration is required for this process, it must be noted on the front of this form. iii. If the client fails to provide the completed form (relevant to any phase) within 7 days, the website will move into the next phase with the assumption being that no changes were required on that phase. This will occur without further notice to the client.
	2. The price of this website is set for 3 months. If the client fails to provide enough information to Anderson Gray within that time, additional charges may be incurred to cover rising costs. The information required is detailed in the Web Brief, and on this form, completed on the day of signing.
	3. On completing this form, the client agrees that the information contained in the Web Brief, and on this form, is the total sum of all work required. The client agrees that any work not contained in the Web Brief, and on this form, is considered additional works and will be completed in sequential order after the initial work is approved by the client. The client agrees that this work will incur additional charges.
	4. A project completion document must be signed before website "goes live" on the internet – i.e. is accessible by the public.
	5. All services are to be prepaid. Anderson Gray does not factor an Accounting department, Collections Department or Business Finance into our pricing. If post-paid invoiced work is required, a 25% premium on quoted prices will be charged to cover costs related to the above. A monthly payment option is also available for 50% surcharge on total amount.
	6. If you don't like the finished product, Anderson Gray will continue to work on the website until you do.
	7. A footer link is affixed to each site designed by Anderson Gray Worldwide. This footer link may be removed at a cost of \$300.
	8. Anderson Gray Worldwide strives to maintain the absolute lowest pricing for our customers. In order to do so, we accept pre-payment as our primary payment type. This allows us to operate without the need for financing, in-house accounting and debt collection departments and therefore gives us the ability to operate at a fixed cost base of at least 25% lower than our competitors. We do provide post-payment and monthly payment options, but incorporate the increased cost of administration, invoicing, debt collection, telephone calls and interest charges into these prices.
	9. Hosting is for a period of 12 months. You will receive a reminder email 3 months prior to hosting finishing. A continuation of the hosting is assumed if no contact is made the day after the 12 months is completed and an amount of \$500 excluding GST will be charged to your nominated credit card. If there is no nominated credit card, an invoice will be issued 3 months prior to hosting finishing which must be paid before the end of the 12 months.
	10. If you wish to move to another host, you are responsible for Migration of your website and Implementation of your data files at your new host.
	11. Anderson Gray does not guarantee the performance or continuing integrity of the design of your website when hosted on a non-Anderson Gray server including server's owned, operated and/or maintained by your company.
	12. Changes to a website will not be made on an external server unless prior agreement is made with Anderson Gray. Any changes being made to a website on an external server will incur a \$110 surcharge (excluding GST)
	13. Any technical support requested by Anderson Gray is charged at an amount of \$110 per hour (this is charged in 6 minute increments, i.e: 6 minutes = \$11) (excluding GST). Technical Support must be prepaid and includes any support for website, email, hosting or general internet queries. If you do not currently have a credit card on file, payment must be cleared funds before support is provided.
	14. Page 14 of the Web Brief completed in addition to this Agreement contains an outline of the proposed website on the page entitled "Site Map". I agree that the site map included on this page is schematic of the structural layout of the proposed website and further agree that anything requested to be added, and not noted on the Site Map, will incur further charges.
	15. Anderson Gray does not provide 'IT Support'. This includes email setup, internet access issues, computer configuration, and general computer and internet issues. For IT Support, call 1300 GEEKS2U (1300 4335728) –www.geeks2u.com.au
	16. An Archiving Fee of \$110 is charged to locate and supply any design(s) created by the client supplied previously. The client is responsible for maintaining a back up file of all design(s) created by Anderson Gray. <ol style="list-style-type: none"> a. Anderson Gray accepts no responsibility for the archiving of files after said files are provided to the client.
	17. If, after completing this document and agreeing on an Estimated Completion Date, the client is unable to provide required information within 7 days, the Estimated Completion Date as noted on the reverse of this form becomes void. <ol style="list-style-type: none"> a. Once required information is received by Anderson Gray, the Estimated Completion Date is updated to reflect 8 weeks from date of receipt of required information.
	18. While all care is taken to ensure that the security and design standards of your website remain constant, Anderson Gray does not accept responsibility for: <ol style="list-style-type: none"> a. Changes made by the client which detriment the aesthetic value of the website b. Viruses / Hacking of the website c. Lost passwords (a retrieval fee will be charged) d. Any other error deemed to have been caused by actions of the client or outside party
	19. Any website on a maintenance agreement or paying monthly must have relevant domain names moved to Anderson Gray Worldwide' registrar, with a lock applied until website is paid for in full.

Authorisation		Signed by the Customer entering into this agreement	Witness for Both Parties	Signed for an on behalf of Anderson Gray Worldwide Pty Ltd
	Full Name			
	Date of Signing			
	Position in Company			
	Signature			

Optional Extra'	Optional Extras (½ credit) <input type="checkbox"/> Additional Page (per page) <input type="checkbox"/> 10 x Email Addresses <input type="checkbox"/> Daily Backups <input type="checkbox"/> Guestbook <input type="checkbox"/> Polls / Quiz / Survey <input type="checkbox"/> Site Search <input type="checkbox"/> Google Maps Listing	Optional Extras (1 credit) <input type="checkbox"/> Calendar System <input type="checkbox"/> Chat <input type="checkbox"/> Site Instant Messenger <input type="checkbox"/> Social Bookmarking (Facebook, LinkedIn, My Space, Google, Yahoo, etc.) <input type="checkbox"/> Forum <input type="checkbox"/> Testimonials <input type="checkbox"/> FAQ's <input type="checkbox"/> Financial Calculators <input type="checkbox"/> Stock Market Ticker <input type="checkbox"/> eCards <input type="checkbox"/> Interactive Map <input type="checkbox"/> Anti Hacker / Anti-Virus <input type="checkbox"/> 1 page Copywriting <input type="checkbox"/> 1 week "Jump Queue" – Workflow speed up	Optional Extras (2 credits) <input type="checkbox"/> Shopping Cart System (Paymate or PayPal) <input type="checkbox"/> Community Builder <input type="checkbox"/> Photo Gallery (> 100 photos) <input type="checkbox"/> Membership Section (secure) <input type="checkbox"/> Live Help System <input type="checkbox"/> Automatic Site Language Conversion (6 languages) <input type="checkbox"/> Music Jukebox System (< 10 songs) <input type="checkbox"/> Video Jukebox System (< 10 videos) <input type="checkbox"/> 2 pages Copywriting <input type="checkbox"/> 2 weeks "Jump Queue" – Workflow speed up	Optional Extras (3 credits) <input type="checkbox"/> 3 pages Copywriting <input type="checkbox"/> 3 weeks "Jump Queue" – Workflow speed up Optional Extras (4 credits) <input type="checkbox"/> Shopping Cart System (Bank Integration) <input type="checkbox"/> Customer Relationship Management System <input type="checkbox"/> 4 pages Copywriting <input type="checkbox"/> 4 weeks "Jump Queue" – Workflow speed up Optional Extras (5 credits) <input type="checkbox"/> 5 pages Copywriting Optional Extras (6 credits) <input type="checkbox"/> 6 pages Copywriting
	Optional Extras (1 credit) <input type="checkbox"/> Photo Gallery (< 100 photos) <input type="checkbox"/> Newsletter System <input type="checkbox"/> Document Management System <input type="checkbox"/> Rotating Banner System (includes 3 banners designed) <input type="checkbox"/> Event Management Console <input type="checkbox"/> Blogging System			

Optional extra credits are \$220 per credit when purchased separately