



## Terms & Conditions

### Quotation Terms

Prices quoted are firm for 30 days from the date of the written quotation.

### Orders

Orders are to be accompanied by a non-refundable deposit of 25% of the quoted price.

Mouselight web solutions reserves the right to refuse to do web sites relating to pornography, racial or other discrimination or blatant false selling and advertising.

### Payments

Hosting and domain registration costs are payable in advance.

Design work – 25% with order. Balance to be paid on completion of work and payable 14 days from invoice.

### Domain Name and Hosting

We can register your Domain Name ([www.yourname.com](http://www.yourname.com)) and arrange for paid hosting. Payment for this service is payable in advance.

Alternatively you may wish to utilise free home space provided by your ISP or from other entities such as Vicnet. It is up to the client to arrange for this and provide Mouselight with the details of the server address, login and password.

### Copyright

Any work completed and paid for remains your copyright.

### Your obligations to us:

1. A deposit of 25% is to accompany orders. This deposit is non-refundable.
2. Any documents or images to be used on your web site are to be provided within 7 days from the order date. Electronic copies are preferred, but hard copies will be accepted at an additional cost.
3. Material provided in hard copy or on CDs, discs etc will be returned providing a pre-paid self-addressed envelope is provided, otherwise they will not be returned. It is therefore advisable to retain the originals and send only copies.
4. Domain name registrations and paid hosting costs are to be paid in advance.
5. Copyright of materials (documents and images) must be respected, and permission granted from the copyright owner. It is your responsibility to obtain such permissions and advise us of any credits to be appended to documents or images.

### Our obligations to you:

#### Design

1. Mouselight undertakes to provide a site template within 30 days of receiving a commission and payment of deposit. This will depend on the provision of logos, documents and images by the client in the time specified above.
2. Mouselight will consult with the client on matters pertaining to colour and font preferences and will offer the client a choice of designs based on these preferences.
3. Mouselight offers a cooling off period of 14 days for the client to approve the design. If the design is not approved, Mouselight will, in consultation with the client, either terminate the contract or prepare a new design. The initial 25% deposit will be retained to compensate Mouselight for the time expended in producing the design/s.
4. Once the design is agreed upon, Mouselight undertakes to have the completed web site ready for upload to the Internet within 30-60 days. The time will depend on the size of the site.

#### Site Management

Mouselight undertakes to update the site within 48 hours of receiving a request or as required if data needs to be changed on an ongoing basis.

Although Mouselight will do the best they can to help you with your site, we do not guarantee any results from your Internet projects.