



Custom Design Printing at affordable price :

MUGS, T-SHIRTS, PLATES, CRYSTALS, STONES, MOUSE PADS, KEYCHAINS
Event IDs, ID CARDS, Graphic Design, Website Design, Logo Design AND more ..

Imprint [Make the Moment Count] Web Design & Development - Terms and Conditions

(Please ensure that you read and understand these conditions before paying your advance fee.)

These Terms and Conditions are Copyright Imprint - Make the Moment Count.

"We believe that good Website design is only the beginning of an effective Website strategy. [Website promotion completes the package](#). It doesn't matter how nice your site looks, if no one ever finds it."

The package bundle includes all vital elements that you need to get your website looking vibrant and professional.

Under the website design & development package provided by Imprint – Make the Moment Count, following are the terms and conditions.

- 1. Contract:** The client's approval for work to commence shall be deemed a contractual agreement between the client and Imprint. **Important: Approval for the work to commence and payment of the advance fee indicates that the client accepts the terms and conditions outlined in this document.**
- 2. Imprint Copyright:** Imprint holds intellectual copyright of any material, including source code and original images created for the client until payment of the final invoice.
- 3. Clients Responsibilities with Regard to Copyright:** In situations where the client provides images, text, animations, layouts or any other content for their website they are legally responsible for ensuring that this material does not infringe any copyright.
- 4. Registration Charges:** Registration of a domain name (name as per availability in .com) and hosting space will be done by Imprint and the registration is only valid for the first year.
- 5. Annual Renewals:** The first year's domain name registration and hosting is included in our website design package. Hosting and domain registration fees are renewable every year for as long as you're with Imprint. We'll send you a renewal invoice at the end of the month before your hosting and domain are due for renewal, with 15 days to pay.
- 6. Search Engine Promotion:** If Search Engine Optimisation has been agreed as part of the contract the client must be aware that we (Imprint) are not responsible for on-going web site promotion. The order in which websites are ranked in the natural search results is controlled by the search engines. While we can optimise your site initially for this by making it search engine friendly, it is impossible to make any guarantees on ranking position.
- 7. Cancellation:** Should the client wish to cancel at any point during the process they shall remain liable for the work that has taken place and shall be invoiced accordingly.
- 8. IMPORTANT! Failure to Provide Required Website Content:** You must ensure that we are not delayed as a result of late delivery of the material and content required to complete your website.

This is why we ask that you provide all the required information in advance.

TPN # MAB02622

#104, Ground Floor, Zomla Building, Wogzin Lam, PO. Box # 1810, Thimphu, Kingdom of Bhutan

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9. **Travel Time and Travel Expenses:** Travelling time to and from customer premises is not included in our website design package. Imprint reserve the right to make a charge for travelling time at our current hourly rate. Likewise Imprint reserve the right to charge for travelling expenses based on current local taxi rate.
10. **Payment - Advance Fee:** An advance fee of 50% of the total cost of the project is required before work can start. Clients should only pay this advance fee if they agree to our terms and conditions. Payment of the advance indicates that the client accepts the terms and conditions outlined in this document.
11. **Payment - Refund Policy:** After work on a website commences advances are not refundable.
12. **Payment Methods:** Unless otherwise agreed, payment is only accepted by cheque or bankers draft payable in Thimphu. If your cheque is returned by the bank as unpaid for any reason, you will be liable for a "returned cheque" charge of Nu.1000/- per day till a fresh cheque is issued.
13. **Payment of Balance:** Invoices are only issued when clients accept that their website has been completed to their satisfaction. Payment of the balance is due immediately on completion of the website. We reserve the right not to launch a website until full payment has been received.
14. **Late Payment 1:** Any websites previously launched may be removed if payment is not forthcoming. When this occurs an additional minimum charge of Nu.3000/- will be required to have the site restored.
15. **Late Payment 2:** Accounts that have not been settled within 7 days of our final reminder will incur a late payment charge of 10% of the amount outstanding.
16. **Free Support:** Our website design package include on-going free support, subject to a reasonable use policy. To clarify - minor alterations to your website (for example adding/deleting/replacing content on existing pages, changing contact details, setting up a new email address, etc.) are considered 'reasonable use' . Major alterations (for example creating new pages, changes to the design, etc.) are not included in our free support, and will be charged @ Nu. 1000/- per page.
17. **Future Site Problems:** Problems caused by malicious software, spyware, viruses and website hacking are a fact of life on today's Internet. It is highly unlikely that these will affect your website, and Imprint will endeavour to protect it from this as much as we can during its creation, but after the website is handed over we cannot be held responsible for problems caused by illegal activity or the actions of others.
18. **Site Credits:** We will place a discreet "credits" link at the bottom of each page of your website. Some stock images may need to carry image credits. We will let you know if this is the case with any images that we source for you.

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Notes:

Should Imprint waive any of these terms on an individual basis, this shall not affect the validity of remaining clauses or commit Imprint to waive the same clause on any other occasion.

By agreeing to these terms and conditions your statutory rights are not affected.

Imprint reserves the right to change or modify any of these terms or conditions at any time. Should clarification of any of the above be required please contact us.

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