



# ANNA'S CIRCLE STUDIO

Local Web Designer for Philadelphia Area and Beyond

## TERMS AND CONDITIONS OF SERVICES

The following terms and conditions are fit to all web design, graphic and other services provided by Anna's Circle Studio. Additional terms and conditions may apply if specified in detail with your design estimate.

### **1. Estimates & Contracts**

Estimates provided to customer will be honored for 30 days. A new estimate will then be provided upon request. Contracts/Invoices that have been written, but not signed by the client will only be accepted within 30 days of the delivery date. A new contract/invoice may be composed upon request. The electronic signature in a form of e-mail is accepted for the invoice.

### **2. Authorization.**

When I start web development process, or any other web related services, you authorize me to access you hosting account, and any other directories or programs which need to be accessed for this project including mysql databases, providing me with required log in information.

### **3. Web Hosting.**

Any web hosting requires a separate contract with the hosting provider. I do not provide hosting services. You agree to select a web hosting service yourself or with my recommendation, which allows me full access to the website and a cgi-bin directory via FTP.

### **4. Content.**

You are responsible for writing and providing the content for your web site unless otherwise specified or agreed upon.

### **5. Charges & Fees.**

All new projects that are estimated \$250 or less require full payment upon contract/invoice signing. Projects where the total cost is between \$251 and \$2000 will be split into two payments. An initial 50% deposit will be due at contract/ invoice signing.

The remaining 50% balance will be due upon acceptance of the completed web development project before it is released to the client or published to the internet.

All new web design projects that exceed \$2000 US will be split into three payments. An initial deposit of 1/3 of the total project cost will be due at contract signing. A second payment of 1/3 the total project cost will be due upon acceptance of the design. The final balance will be due upon acceptance of the completed web development project before it is released to the client or published to the internet.

## **6. Payments.**

I accept payments via PayPal or Credit Card processed through Pay Pal as preferred method of payment. Checks and cash are accepted upon agreement. Your project will not be released to you or uploaded until full payment is received.

## **7. Copyright**

Final products developed by Anna's Circle Studio are the sole property of the Customer once payment has been made in full. However, the initial concepts remain the property of Anna's Circle Studio. I have the right to place products developed on the portfolio page of Anna's Circle Studio website and link on your website in the footer area back to [www.annascirclestudio.com](http://www.annascirclestudio.com). Other arrangements can be made if the customer wishes to have it removed.

## **8. Confidentiality.**

Any personal or commercial information submitted to Anna's Circle Studio during development of any project is strictly confidential and will be solely used in connection with the purpose for which it was submitted. I do not share, sell, trade or otherwise disclose your information with any third party for any reason.

## **9. Project Consideration.**

Anna's Circle Studio will not accept projects that I find morally questionable, unethical, or distasteful. Please don't take it personally.

## **10. Acceptance.**

Please note that by submitting your down payment for our services you are agreeing to all of the terms of service as written here.



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