



PRODUCTIONS | DESIGN

C.K Productions | Design

Turning Thoughts into Visuals

522 Pretoria Road

Fairleads

Benoni

1511

(c) +27 71 451 9488

(e) hello@ckpd.co.za

(w) www.ckpd.co.za

Terms and Conditions

1. Nature of Work

The following services as per attached quotation will be carried out by C.K Productions | Design. The client is responsible for submitting all relevant information needed within 48 hours of accepting this quote in order for the project deadline to be met. i.e. to design / compile / written content, etc. When developing / designing websites C.K Productions | Design stamps all websites with a mini logo as acknowledgement to all the rights as the website developer.

2. Copyright

The entire copyright in all material written by C.K Productions | Design in the course of carrying out this work will be the property of the C.K Productions | Design until paid in full, thereafter the client shall have the exclusive right to publish any such material throughout the legal term.

3. Payment

- ☞ On acceptance of this quote and Invoice the client agrees to pay a non-refundable 50% EFT deposit.
- ☞ The balance is payable on final completion of project.
- ☞ Website clients monthly and annually domain and hosting payments are due by the 25th of the month.

4. Fees

- ☞ This quote includes three sets of changes (one major change up to one hour and 2 minor changes up to half an hour each). Any additional changes and / or new concept / design will be charged at an additional R450 per hour, and/or travel expenses @ R 4.00 / km.
- ☞ On request for the purchasing of a website theme template, the dollar fluctuates daily; therefore your quotation will change according.

5. Cancellations

In the case the client wants to cancel the project the following will apply:

- ☞ The client must notify C.K Productions | Designs with a written cancellation via email or hand delivered letter.
- ☞ If client cancels, and where work / time invested on project exceeds deposit paid, client will be invoiced.
- ☞ Deposit is non-refundable under any circumstances what so ever.
- ☞ In the event of non-payment of deposit, CK Productions | Design reserves the right to cancel the provisional booking without further notice.

6. Force Majeure

Neither party shall be deemed in default of its obligations under this agreement nor shall be liable to the other to the extent that it is unable to perform any of its obligations by reason of any event or circumstance beyond its reasonable control.

7. Retainer Clients

As you know, web sites require regular maintenance and updates in order to keep both the technology and content up-to-date. After a full site design is complete, clients can sign up for a monthly retainer, where we will store at our expense files and materials for the duration of the package period. The retainer agreement tends to flatten costs and ensure speedier access to site maintenance. Contact C.K Productions | Design about our retainer packages and what we offer.

Initial _____

8. Non Retainer Clients

As you know, web sites require regular maintenance, updates and backups in order to keep both the technology and content up-to-date. As a non-retainer client, upon completion of project and paid in full, files will be turned over to you. C.K Productions | Design will not maintain, store or keep backups for non-retainer clients, and will not be held responsible for any loss or damages occurred by the client.

9. Alterations

This agreement can only be changed with the written consent of both parties.

10. Contacts

The client contact persons will be:

Name _____ Tel _____ Email _____
Job Title _____

11. Invoices

C.K Productions | Design Invoice/s to be emailed to:

Name _____ Tel _____ Email _____

12. Signatures of Agreement

To be signed on behalf of the Organisation:

I, _____ hereby acknowledge that I have read, understand and accept the above terms and conditions, and I am duly authorised to approve and accept quote

Signature _____ Print Name _____

Capacity _____ Email Address _____

Landline (t) _____ Cell _____

Date _____

Please note that the acceptance of the quote and the above terms and conditions herein, must be completed, signed and returned via email ASAP, to secure the project and related work.

Should you require any additional information, please do not hesitate to contact C.K Productions | Designs.

*Thank You
Hope to be of service to you in the near future*



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