



TERMS AND CONDITIONS / WEBSITE DESIGN PROCESS

At Nova Tech Ltd, we are dedicated to creating a website that aligns perfectly with your vision and business objectives. To ensure a smooth and efficient design process, it is essential that you provide comprehensive information and materials. Below are the key requirements for our website design services:

1. Define Your Website Type

- Determine the type of website you need. Common types include:
 - **Informational Website:** Focused on providing details about your business and services.
 - **E-commerce Website:** Designed for selling products online.
 - **Portfolio Website:** Showcases your work or projects.

2. Provide Content

- All text content for your website must come from you. This includes information for each page, such as:
 - **Home Page:** Overview of your business and key offerings.
 - **About Us Page:** Background information about your company, mission, and values.
 - **Services/Products Page:** Detailed descriptions of the services or products you offer.
 - **Contact Page:** Your contact details, including phone number, email, and physical address.

3. Submit Photos

- High-quality images that represent your brand are essential. This may include:
 - Company logos
 - Team photos
 - Product images
- If you do not have suitable images available, we can source stock images or create custom graphics for an additional cost.

4. Provide Examples

- Please provide **three examples of websites** that reflect the style and functionality you desire. This will help us understand your preferences and expectations.
- **Important Note:** While we will take inspiration from the example websites you provide, please understand that we will not copy or replicate their designs. Each website is uniquely tailored to meet the specific requirements of its respective company. Therefore, any special features or functionalities present in those examples will be noted as potential special features for your website.

5. Define Features

- Specify any **desired features** for your website, such as:
 - Visitor counter
 - Event calendar
 - Video gallery
 - Any other specific functionalities you envision





6. Define Your Structure

- Let us know how many pages you want on your website and what specific information should be included on each page.

7. Additional Costs

- If there are any plugins or special features that require payment, these will incur additional costs beyond the initial quote.

8. Next Steps

Once we have received all the necessary information from you, we will initiate the design process. Our objective is to create a website that not only looks fantastic but also effectively conveys your brand message.

1. **Plan and Quote:** After outlining a comprehensive plan, we will send you a quote for your approval.
2. **Approval:** You will need to sign the quote and return it to us to proceed with processing the invoice.
3. **Invoice:** An invoice will then be sent to you, and a 50% deposit will be required before we can move forward with the project.

If you have any questions or need further clarification about what to provide, please don't hesitate to reach out. We're here to assist you!

Payment Terms

- 50% deposit required before project initiation.
- 25% payment due upon completion of initial design.
- Remaining 25% due before website launch.
- All payments are non-refundable once work has commenced.
- Additional revision requests beyond three rounds will be charged at \$120 per hour.
- Payment accepted: Cash, Cheque to Nova Tech.

Project Timeline

- Project timeline will be established after receipt of all required materials.
- Timeline pauses if awaiting client feedback or materials.
- Delays caused by client may result in project rescheduling.
- Rush services available at additional cost.

Revision Policy

- Three rounds of revisions included in base price.
- Each revision round must be submitted within 5 business days.
- Additional revision requests charged at hourly rate.
- Major changes to approved designs may require new quote.

Content Requirements

- All content must be provided in digital format (Word or Google Docs).
- Content must be final, proofread, and legally compliant.
- Content submission deadline: 5 days before project start.
- Late content submission may delay project timeline.



Location



- Client responsible for ensuring content doesn't violate any laws or regulations.

Intellectual Property

- Client retains ownership of their provided content.
- Nova Tech Ltd retains ownership of design elements, code, and frameworks.
- Client granted license to use final website upon full payment.
- Portfolio rights: Nova Tech Ltd may use project in marketing materials.

Limitation of Liability

- Nova Tech Ltd not responsible for content errors provided by client.
- No guarantee of specific business results or rankings.
- Maximum liability limited to amount paid for services.
- Force majeure clause for circumstances beyond our control.

Hosting and Maintenance

- Hosting and maintenance services not included in design price.
- Separate agreement required for ongoing maintenance.
- Client responsible for domain registration and renewal.
- Backup responsibilities to be specified in separate agreement.

Project Cancellation

- Cancellation fee: 50% of remaining project cost.
- All paid fees non-refundable.
- Work completed remains property of Nova Tech Ltd until full payment.

Acceptance of Terms

By proceeding with the website design project and submitting the required deposit, the client acknowledges and agrees to all terms and conditions outlined in this document. This comprehensive document now includes all relevant sections clearly organized for easy understanding by clients.

