

# ONE STOP WEB SYSTEMS

One Stop Web Systems Ltd

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Terms For Companies Without Accounts Departments

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Draft A

*Abstract*

*This document clearly lays out our terms for payment of invoices when dealing with companies directly, as opposed to their accounts departments.*

**Table of Contents**

Our Response Time..... 3  
Payment..... 3  
Occasional Updates..... 3  
New Projects ..... 3  
Intellectual Property..... 4  
Travel and Expenses ..... 4  
Settlement ..... 4  
Agreement..... 5

## **Our Response Time**

We normally respond to emails and phone calls the same day, but you should expect an email response within a day or two, unless the person involved is on leave (about which you will be pre-warned).

## **Payment**

Invoices should be paid within 15 calendar days of receipt of invoice. If there's a problem please phone or email us and we can probably sort something out.

Any discount offered for timely payment will be cancelled for any late payment; the discounted amount will be billed separately and the discount suspended until all overdue invoices and penalties have been settled.

## **Occasional Updates**

On our more basic packages we don't expect you to pay a monthly support role; equally we don't ask you to learn HTML, CSS, JavaScript, and FTP in order to update your website, rather we will update your sites from time to time at no extra charge.

On monthly support contracts, we quote a nominal figure for hours per month. We understand that some months are more busy for others, and will endeavor to complete the work necessary to best benefit your business. Equally it should be remembered that this is a nominal amount, so that there may be some quiet months.

## **New Projects**

New projects may incur a 50% deposit to start, and final unlocking and deployment of a website (for example) may be postponed until the final payment is made.

## **Intellectual Property**

Generally, when a website has been built and paid for, it is your intellectual property.

Where we have used third party systems or templates, (e.g. the design was not in house) then that will depend on the terms of the supplier.

Domain names are your intellectual property from the outset, although they are hosted on our servers for easy maintenance

## **Travel and Expenses**

We expect to be able to complete most of our work from our offices, as such any time spent travelling is considered billable at normal rates.

Any travel expenses need to be settled under the same payment terms as the contract they pertain to.

## **Settlement**

If part of an invoice is disputed, then that part only may be withheld pending settlement – all other outstanding amounts need to be settled by the due date.

Invoices are not permitted to be offset against any money owed by us – these amounts and due dates remain independent.

Where the cost of the creation of the site is spread over a period of time, the site is considered paid (and therefore your IP) for when the last invoice has cleared – (you have the right to settle any outstanding amount early).

## **Agreement**

This form will need to be signed and the document returned before any work can be undertaken.

**I warrant that this document is as downloaded and I agree to the terms enclosed.**

**Name**

**Position**

**Contact Number**

**Postal Address  
For Invoices**

**Signature**

**Date**

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