



## Claymore Sites Contracting and Project Planning

**While the "small print" is always a pain we at Plan B Digital understand that it is there to protect both us a supplier and you as a customer.**

We commit to set out in very clear terms what the project is going to include and just as importantly not include.

All of our project documents play a part in ensuring that not only do we all fully understand what is involved but clearly defines who is responsible for what and when. The following assists us all in ensuring that we can move from order to completion smoothly and within the timescale agreed.

### Price and Checklist

All of our website packages are clearly mapped out with clear lists of inclusions to ensure there are no future surprises. We are continually developing our content management system and therefore the list is always the minimum included as additions and improvements are always likely.

### Confirmation of Order

At the time of confirmation, we will provide a summary of the agreement with details of costs, inclusions, and project timescales. This document is to be read at all times in conjunction with the Contract and Full Terms and Conditions outlined below.

### Contract and Full Terms of Conditions

This document is an integral part of all offers and a digitally signed version returned to the office before the project commences. It is detailed and covers all potentials disputes and occurrences. It is long but again we reiterate is an inbuilt part of our client agreement and applies to all projects however small.

During the project all clients will be provided with

### Website Layout Agreement

Signed agreement on the look and feel of the website. This will include a clear graphic representation of the homepage and main content page layout/s as per the style of website purchased

### Website Structure Agreement

We map out and agree the outline site map for launch. Many sites include drag and drop navigation and this can be added to and amended. We clearly indicate what control you have over your web structure and navigation at confirmation of order

### Website Completion Certificate

This highly detailed document is your assurance of quality assurance and signs off all stages of the project and what we have done during the project. This is our commitment to you that your project detail has been checked at every stage.

### Development Timescales

The project handover date is agreed as outlined and should be understood to be indicative and based on agreed timelines for receipt of content and imagery where required. All timescales and go live dates are subject to all invoices and payment plans being in place

## Contact Details

Claymore Sites is a trading name of Plan B Digital Scotland Ltd and all agreements entered into are always clearly indicated and all correspondence should be addressed to the address in the footer below.

**Plan B Digital Scotland Ltd Company Registration: SC441513**

**VAT Registration: 157228502**



## Claymore Sites Confirmation of Order

Below is the summary of the agreement with summary of costs, inclusions, and project timescales. This document is always to be read in conjunction with the Contract and Full Terms and Conditions below. By completing this form, you are entering into a legally binding contract with Plan B Digital Scotland for the services outlined.

Claymore Sites Confirmation of Order	Agreed Terms
<b>Claymore Sites Package</b>	Site Single Contract Free Monthly Payment Option
<b>Set Up Fees</b>	£240 plus VAT less 50%
<b>Booking Engine/E-Commerce</b>	Not Applicable
<b>Monthly Payment Option</b>	£24 plus VAT from February 2017
<b>Inclusions and Attachments</b>	Please click link to set up Direct Debit <a href="https://pay.gocardless.com/xxxxxxx">https://pay.gocardless.com/xxxxxxx</a> Set Up Invoice Attached
<b>Projected Completion Date</b>	Day Month year
I agree to the above conditions and have read and fully accept the terms and conditions applied to this contract and business relationship as published on <a href="#">Plan B's Website</a> at the above date	
<b>Name</b>	
<b>Title</b>	
<b>Business Name</b>	
<b>Address</b>	
<b>Date</b>	
<b>Signed for Client</b>	
<b>Signed for Plan B Digital</b>	