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## TERMS & CONDITIONS

The following terms and conditions apply to all transactions with Total Web Creations. By making an enquiry/placing an order with Total Web Creations indicates that you agree with the terms and conditions set out here.

### Your Privacy

Any personal information that is shared with Total Web Creations will only be used internally to process your order/s and kept on file as a contact reference. Personal or order information will not be shared with any other parties. We reserve the right to disclose your personal information if required to do so by law or to protect the rights, safety, property or other customers of Total Web Creations.

### Scope

This agreement shall apply to all goods and/or services ordered by the client from Total Web Creations.

### Prices

All prices shown on the website are in UK pounds sterling. They are subject to change without prior notice. The price of orders previously confirmed will not be affected by any changes. An 'order' is deemed to be a written or verbal contract between Total Web Creations and the client; this includes telephone and email agreements. However, orders must be confirmed in writing, either via post, email or msn messenger.

### Browser Compatibility

As stated in the Services section of Total Web Creations, we will endeavor to ensure that all websites created will display as desired in **most** web browsers. However we offer no guarantees of correct function with **all** browser software. If any discrepancies are discovered then please notify Total Web Creations.

### Loss of Data

Total Web Creations does not accept responsibility for loss of data such as emails, contacts and other such information stored via any webmail or ftp facilities. It is assumed that clients will have this information stored on their computers for safety and future reference, eg, downloaded via outlook express.

### Password Protection

We offer password protection for your website pages if required. However, even though we have taken steps to make the service as secure as possible, please note that we cannot guarantee 100% security of your data, especially if using your own domain/hosting company. Total Web Creations does not accept responsibility for the security of data on your site.

### Payment

Design work undertaken at Total Web Creations is charged at an hourly rate of £20. Payments are made on a regular basis agreed upon by Total Web Creations and the client. This excludes (but not limited to) domain names, hosting, design packages and any other work which is charged at a fixed rate. Payment can be made either by cash (in person), cheque, online via Paypal (subject to a 3.4% fee) or a direct transfer into a bank account. Cheques should be made payable to Total Web Creations. If an amount remains unpaid 30 days after its due date, an additional 10% penalty will be added for each month of delinquency.

### Copyright

Total Web Creations cannot take responsibility for any copyright infringements caused by materials submitted by the client. We reserve the right to refuse any material of a copyrighted nature unless adequate proof is given of permission to use such material. Any web page, design or entire site created by Total Web Creations carry a copyright and cannot be reproduced without written consent.