

To
Your Company Name

Quote Date: 29/10/2024
Reference #: Your Company Name
Sale Agent: Micaela Amod
General Description: Basic Business Website Design
and Hosting Package
Turn around time: 10 Working Days

Pro Media Mogul
108 Workington Road, Greenwood Park
Durban KZN
South Africa 4051
Office: 031 573 2311 (Office hours)
Cell: 060 436 7596 (24 hours)
Email: info@promediamogul.com

Banking Details:
Name of Bank: First National Bank (FNB)
Name of Account: Pro Media Mogul
Account no.: 62502170278
Branch code: 220426
Branch Name: Durban North
Swift Code: FIRNZAJJ
Ref.no. Invoice Number

#	Item	Qty	Rate	Amount
1	Basic Website - Once-off Design Cost Description: Our team will design the entire website. Attract local customers and introduce their services to a broader audience. We will request content. Includes: 1. Standard Website Template 2. Limited to 10 Pages 3. Basic SEO 4. WhatsApp Chat Integration 5. Weekly Analytics Report 6. Responsive time & fast loading speeds	1	\$800.00	\$800.00
2	e-Commerce Website - Monthly Management Cost Description: Ensure your business brand is upheld. Our team will maintain the business website Includes: 1. Basic website updates 2. Backend maintenance 3. Weekly analytics reporting	1	\$39.00	\$39.00
3	e-Commerce Website - Monthly Hosting Cost Description:	1	\$50.00	\$50.00

#	Item	Qty	Rate	Amount
	Your website and its data will be stored on our servers.			
	Includes:			
	1. Storage of data on Pro Media Mogul Servers			
	2. Cyber security			
	3. Regular website backups in case of unforeseen circumstances			
	4. Optimal performance to ensure fast and consistent loading times.			
	5. SSL Certificate for enhanced security			
	6. Up to 10 Email Accounts			
			Sub Total	\$889.00
			Total	\$889.00

Terms & Conditions:

1. Scope of Services

The services outlined within these packages include a once-off website design and ongoing monthly management and hosting as specified in the individual package descriptions.

2. Payment Terms

Once-Off Design Payment: A 50% deposit of the design fee is required upfront before any design work commences. The remaining 50% is due upon project completion and prior to site launch.

Monthly Fees: Monthly management and hosting fees will begin once the website is launched. Payments are due on the first of each month. Late payments may result in a suspension of service until payment is received.

Additional Fees: Any additional customizations, content creation, or revisions beyond those specified in the package will be billed at an hourly rate. The client will be informed of these costs before proceeding with extra work.

3. Design Process and Revisions

Initial Design: The initial website design will be based on the package specifications and any customizations agreed upon during consultations.

Revisions: Any major design changes or additional revisions beyond the monthly limit will incur extra charges.

Approval: The client will be provided with a draft version of the website for review. All feedback and required changes should be submitted within 5 business days depending on the scope of work.

4. Monthly Management and Hosting Services

Management: The monthly management service includes updates to plugins, CMS, security patches, and minor

content adjustments. Additional design requests beyond the allotted monthly updates may be charged additionally.

Hosting: Hosting services include server uptime monitoring, regular backups, and basic security measures. Any issues related to third-party hosting providers, network outages, or other hosting-related incidents will be handled to the best of our ability but are not guaranteed.

Security and Backups: Websites hosted with our service will receive regular security checks and data backups. However, while every effort is made to maintain security, we are not responsible for any loss of data or security breaches.

5. Client Responsibilities

Content Provision: The client is responsible for providing all necessary content, including text, images, and other media required for the site, unless a separate content creation service is purchased.

Feedback and Approval: The client agrees to review and provide feedback within the specified timelines to avoid delays. Delays in client response time may affect the project timeline and could lead to additional fees.

Compliance: The client must ensure that all content provided complies with copyright laws, privacy policies, and any applicable legal requirements.

6. Cancellations and Refunds

Design Fees: The 50% deposit paid for the once-off design is non-refundable. If the client decides to cancel the project after the deposit has been paid, the deposit will not be returned, as it covers initial design work, time, and resources allocated to the project.

Monthly Services: Clients may cancel monthly management and hosting services with a 30-day written notice. No partial refunds are issued for unused services within a billing month.

Termination of Hosting: Upon cancellation of hosting, the client is responsible for transferring the website to their own hosting platform. Assistance with migration can be provided at no additional cost.

7. Limitations of Liability

While every effort is made to provide accurate and high-quality website services, we are not liable for any incidental, consequential, or indirect damages arising from the use of the website, hosting interruptions, security breaches, or data loss.

We are not responsible for any third-party applications or plugins integrated into the website nor for changes made by the client after the project is completed.

8. Intellectual Property

Upon full payment of the once-off design fee, all design and content created specifically for the client's website become the intellectual property of the client.

Any proprietary software, CMS, or third-party applications remain the property of their respective owners, and usage rights are governed by those third-party terms.

Should you have a Kickstarter package, you will need to upgrade to a Basic Business package to own your website.

9. Modifications to Terms

These terms and conditions may be updated periodically. Clients will be notified of any significant changes, and

continued use of the website services constitutes acceptance of any modifications.

10. Governing Law

These terms and conditions are governed by the laws of The United States of America and The Republic of South Africa. Any disputes arising under these terms will be resolved in accordance with the law.

Authorized Signature

A handwritten signature in black ink, consisting of a stylized, cursive letter 'K' or similar shape, with a long horizontal stroke extending to the right.