

WEBSITE DESIGN AND DEVELOPMENT SPECIFICATION

1. Definitions

1.1 In this Document the following terms shall have the following meanings:

“Business Day”

any day other than Saturday or Sunday that is not a public holiday;

“Project Proposal”

the proposal submitted by the Contractor which shall set out the Project Specification and shall give details of the work to be undertaken including, but not limited to, details of project phases, payment milestones and timescales;

“Project Specification”

the specification which shall be completed by the Contractor, setting out in detail the work to be undertaken and requires the Contractor to perform;

“Quotation”

the quotation submitted by the Contractor which shall set out the estimated price for the works specified in the Project Specification; and

“Site Materials”

all content of the website as supplied by the Client or for the purpose of completing the project or otherwise sourced by the Contractor for the purpose of completing the project. This includes, but is not limited to, source code, text, graphics and images.

2. Client Details

<<Name of Client>> a company registered in the <<Country of Registration>> under number <<Company Registration Number>> whose registered office is at <<Registered office>> (“the Client”)

3. Contractor Details

<<Name of Contractor>> a company registered in the <<Country of Registration>> under number <<Company Registration Number>> whose registered office is at <<Registered office>> (“the Contractor”)

4. Project Specification

This Project Specification, as set out in Schedule 1, shall include details of the work that is required by the Client for the project as Schedule 1 sets out in full the details of the work that is required by the Client. The Project Specification shall include details of the following:

4.1 The nature of the work to be undertaken for the purpose of their [proposed] [current] website;

4.2 The type of work required for a new scratch-built website, the re-design of the current website or modifications to the current website.

- website;
- 4.3 The URL of the Client's website where this is the site to be worked on;
- 4.4 The Site Materials (including but not limited to design, copy, images, etc.) that the Client will supply to the Contractor for use in the project, and where those materials are to be used;
- 4.5 Drafts of code, text, images, etc. (where available) that reflect the work required by the project;
- 4.6 The time frame for the project, including proposed start and finish dates.
5. **Quotation and Project Preparation**
- 5.1 Following the receipt of the Project Specification, if the Contractor is willing to undertake the project, the Contractor shall prepare the following to be sent to the Client within 14 Business Days of receipt of this Project Specification (Subject to the Contractor's acceptance of the Project Specification):
- 5.1.1 a detailed Project Plan;
- 5.1.2 a Quotation.
- 5.2 In the event that the Contractor does not accept the Project Specification as sufficient detail has been provided by the Client, a request for more detail will be sent to the Client within 14 Business Days of receipt of this Project Specification.
- 5.3 If the Contractor is willing to undertake the project, the Client shall be informed of the Contractor's acceptance of the Project Specification within 14 Business Days of receipt of this Project Specification.

SIGNED by

<<Name and Title of person signing
for and on behalf of <<Client's Name

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SCHEDULE 1

Project Specification

<<Insert description of project using the project specification guide>>.