

TERMS & CONDITIONS

HOW WE WORK



Any other services, which have not been included in this proposal – do not form part of the contract between the Client and Quicksource CC and will be billed separately at a set rate of R 750 per hour. The Client agrees to check that the details of the quotation/invoice are correct and should print and keep a copy for their records.

Quotations and are valid for a period of 30 days (thirty) unless alternate timescales has been agreed beforehand with the Client, Quicksource CC reserves the right to alter or decline to provide a quotation after expiry of the valid timescale.

QuickMedia is a division of Quicksource CC Reg no. 2010/149868/23, Vat no. 4620276776. All correspondence and invoices to and from, must therefore be directed to the Quicksource CC.

DEPOSITS

One off projects: Once the quotation has been approved and signed off, a 60% deposit will be required before work will begin. 20% when the project has been completed and is ready to go live. The 20% balance after the work has gone live. NB: After going live there is a 14 day allowance to rectify any bugs which may arise free of charge. * This does not include content or image changes which were not part of the original project and will be billed as new work.

Retainer clients: Clients with monthly contracts for work will be billed a month in advance. If payments are not received within 14 days from date of invoice, tools down policy will be implemented.

PAYMENTS

Acceptable forms of payment are by EFT bank transfer or credit card.

Quicksource CC will provide Tax invoices upon completion of work services. If the balance has not been settled after thirty (30) days then Quicksource CC will consider the account to be in default. Kindly note an additional 3% charge will be levied on all credit card payments.

TERMINATION

Termination of services by the Client must be requested in writing and will be effective on receipt of such notice. Telephone requests for termination of services will not be honoured until and unless confirmed in writing. The Client will be invoiced for design work completed to the date of first notice of cancellation for payment in full within thirty (30)days.

3RD PARTY SUPPLIER/SERVICES

If the Client's website is to be installed on a third-party server, Quicksource CC t/a QuickMedia must be granted read/write access to the Client's storage directories, and those directories must be accessible via FTP. Depending on the specific nature of the project, other resources might also need to be configured on the server.

Quicksource CC may require the usage of third party services – for example, credit card processing – to complete the Client’s project requirements and will ensure these services are integrated into the project and working correctly upon completion. Quicksource CC cannot be held responsible for subsequent changes or issues with these third party services that may result in issues on the Client’s website and may require a one-off Web Development charge before resolving any problems that may arise.

When using 3rd Party suppliers/serevices, Quicksource CC will not accept liability or responsibility for any down time or delays which may arise.

DOMAINS/WEB HOSTING/EMAIL HOSTING

Quicksource CC may purchase domain names on behalf of the Client, in which case they will then be renewed automatically on an annual basis and Quicksource CC will invoice the Client accordingly. In cases where domains are no longer wanted or required a notification must be sent thirty (30) days before the renewal date. The loss, cancellation or otherwise of the domain brought about by none or late payment is not the responsibility of Quicksource CC.

