

SOUND IDEA DIGITAL TERMS & CONDITIONS: WEBSITES, SYSTEMS AND APPLICATIONS DEVELOPMENT

Certain procedures are followed when developing websites, systems and applications. In the following Sound Idea Digital wishes to make you (the client) aware of the different phases involved in the development process.

Once the client accepts the final quote generated by Sound Idea Digital a 50% deposit of the final amount is to be paid. When the deposit is received the project will commence.

A project plan with time estimates will be sent to the client. Please note that time estimates are subject to change in case of unforeseeable delays.

PHASE 1: DESIGN

After being briefed by the client on design requirements, Sound Idea Digital will produce a design for the website/system/application.

This design will be sent to the client for feedback and confirmation.

An email record of approval from the client will serve as proof of acceptance of the final design.

PHASE 2: FUNCTIONALITY DEVELOPMENT

After being briefed on the functionality of the website/system/application, Sound Idea Digital will construct a detailed and comprehensive document describing and explaining various functions.

These functions include Content Management System tools and components.

An email record of approval from the client will serve as proof of acceptance of the final functionality brief.

PHASE 3: DRAFT VERSION

A draft version of the website system/application will be given to the client.

This is not the final version of the system/application and may not function to its full potential. This will however not affect the final product.

PHASE 4: CONFIRMATION

Once the website system/application has been designed and developed a meeting will be held between Sound Idea Digital and the client.

In this meeting feedback and recommendations from the client will be welcomed.

Final updates and alterations to the website/system/application will be confirmed for implementation by Sound Idea Digital.

PHASE 5: DELIVERY & INVOICE

Sound Idea Digital will deliver the complete and final product.

Payment is due on receipt of invoice.

Please note: Any request for alterations following the records of approval from Phases one to four will be quoted separately and/or additionally.

We allocate resources to specific projects and as such if a client wishes to cancel a project the client will still be expected to pay the full outstanding amount/balance.

Please ensure that all stakeholders, decision makers, interested parties etc. involved in the process are aware of all decisions, **confirmations and requests regarding the project.**

Also note that a **two calendar month notice period** is required in the event of cancellation of services.