Payment Policy

## **Quotes**

All quotations provided by me are estimates, and may be subject to change based on project requirements and specifications.

If the project appears to exceed the estimated value of the sent quote, the client will be notified and given a re-estimated value.

## **Invoices**

I will provide clients with itemised electronic and/or paper invoices that outline the request, terms, methods of payment and other details. Invoices carry a 14 day term of payment from the date of invoice (unless expressed otherwise in writing). Payment can be made via direct bank transfer.

## **Invoice and Payment Schedule**

Commencement Deposit – A deposit payment calculated at 50% of the total quoted project value is required prior to the commencement of work. The invoice requesting this deposit will be issued upon receipt of the client’s website proposal acceptance.

Progress Payments – Progress payments may be requested throughout the project at various stages of completion or as milestones are achieved (eg. 40%, 60%, 80% or a particular section/module is completed) depending on the scope, size and nature of the project.

Closing Payment – An invoice/s for the final sum will be sent once I am satisfied the quoted work has been completed.

Variations – Payment for variations to the quoted project will be invoiced as progress payments and itemised on the invoice to reflect the specific variation.

## **Late payment**

***The penalties associated with late payments is as follows:***

Clients with outstanding sums that are in excess of 30 days from the due date (44 days from the invoice date) will incur additional “late fee/s” charged monthly until the outstanding sum and any subsequent fees are settled. This fee will be set as the higher of:

5% of the net outstanding sum to be compounded monthly to include any late fees.

$10 per invoice.

Payments overdue in excess of 30 days (44 days from date of invoice) may also result in cessation of all work for that client until remedied. I reserve the right to request advanced payment for any requested work.

## **Additional Terms**

Any changes to the original scope of work may result in additional charges, and must be agreed upon in writing by both parties.

If the project is not completed within 90 days (3 Months) due to client delays or requests, the remaining balance is still due.

All quotes provided by me are valid for 3 months.

## **Additional Information**

***Common causes for price exceeding original estimation include:***

Client requests to add extra features to the project that were not discussed in the original estimation.

Enhancements deemed vital to functionality and professional appearance were added by me.

In-depth research of client specifications was not possible due to limiting factors, such as the original time involved to research for the quote exceeding the acceptable allotted quoting time.

Third-party software or scripting purchases were required to complete the project.