

# AWebsiteForLawyers.com

## Website Design Terms

Once you sign-up, we will send you a document named “Design and Content”, asking you to provide all details regarding content and design of your new website. We are able to customize the following parts of the samples provided on our website: Header information, header color, header theme (image background of header), navigation buttons, website background color, fonts, width and height of the site.

### **Step-by-step design process**

Creating your site, we proceed in the following sequence:

- Together with you, we first agree on a design framework (template) for your site. We will present you up to three different styles which we proceed from.
- Once this design framework is agreed upon, we start filling it with content.
- Changing the design structure after content has been applied can result in additional hourly charges.  
This does not apply to minor changes like font size, color and font family.
- Please make sure that only one person presents all your design decisions to us.

### **Technical Limitations**

Our designs are being produced within the limits of Adobe’s product line CS3. Designs and features that go beyond the technical possibilities of these professional products cannot be guaranteed. If you plan to implement Eastern languages, please check with us for availability. Some fonts from Thai or Vietnamese might not be compatible.

### **Flash Animations**

We offer Flash animations as head banners or page elements for an additional price. We present you up to two different versions from which you can choose what is right for you. We ask you to proceed with us on a step by step basis. Changes that include redesign of key elements after previous approval will be calculated and charged at an hourly rate.

### **Payment**

The full payment is required to start your project unless a payment plan has been negotiated. You will be able to control the progress of your site at any time. Add-ons need to be paid in full at the time of order. Hosting will be paid for a full year in advance.

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### **Cancellation**

Orders can be only cancelled if no services have been performed yet. Services already performed cannot be refunded.

In case that a client does not provide the information required in the initially sent "Design and Content" document, AWebsiteForLawyers is entitled to cancel the project. The client will be reimbursed with a maximum of 50% of the amount already paid.

If AWebsiteForLawyers and a client cannot agree on a design, the client reimburses AWebsiteForLawyers for all design work performed for an hourly rate of \$65.

### **Completion and Publishing**

We guarantee to present the completed site to you within seven days after receiving your material; editable sites and blogs are excluded from this rule. Completion within seven days cannot be guaranteed if materials are incomplete. Completely new designed sites are excluded from this timeline, although we usually are able to present the results within this time range.

Completion is defined as either publishing the site on the Internet or the implementation of all details mentioned in the content and design document mentioned in the first paragraph (whatever occurs first).

As a courtesy to our clients, minor changes like text editing can happen for one month after completion.

### **Materials to provide**

Please refer to our 'Design and Content' document you receive at the time of your order and provide us with:

- The choice of samples you would like to have customized
- Color preferences
- The content you would like to be displayed such as texts and images in electronic form, e.g. Word documents, txt or rtf files, photos in jpg, gif, tif, bmp, and png or psd format. Note that handwritten texts cannot be accepted.
- The number of pages related to the topics of your choice
- Technical information about existing hosting accounts, domain names and case management systems

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## **Third-Party Software**

On request we will implement third-party software or database connections to third-party software into your website (such as LawLogix Web Capture or Client Login). AWebsiteForLawyers is not responsible for the technical support of any third-party software. Please refer to the third-party's technical support for any questions and concerns.

## **Domain Name Registration**

We will immediately secure your desired domain name (pending availability) and include the first year of service FOR FREE if you host with us. The domain is registered in your name with your information and you will be the only registrant contact on file. As an additional service we offer renewing your service as needed as long as you host with us.

## **Website Hosting**

If you have chosen our hosting services, free web server maintenance and email setup on the server are part of our services. You may request free weekly or monthly statistics to be sent to you via email.

### **Website Hosting for common static websites without database**

The website hosting term is one year. You may request ftp access your site. Note that once you are granted ftp access to the website, AWebsiteForLawyers.com is no longer responsible for content and backup of the site content. Access to the control panel remains with AWebsiteForLawyers.com at all times.

### **Website Hosting for content managed websites and blogs**

The hosting term for editable websites and blogs is one year, the client agrees to host with us for a minimum of two years. Ftp access remains with AWebsiteForLawyers.com at all times.

### **Control Panel Access for Editable Websites and Blogs**

Editable Websites and Blogs allow different levels of access to the control panel. Admin access to the server control panel and website control panel remain with AWebsiteForLawyers.com at all times. The client is being granted editor access.

## **Content and Copyrights**

The copyright for all the content that you submit to us for publishing on your site remains with you and will not be used on other websites.

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## **Content and Copyrights for Content Packages**

The copyright for content packages remains with us. You purchase the right for display the content on one website. For additional websites we will offer you discounted licenses. The content cannot be duplicated in any way without our written permission.

**AWebsiteForLawyers.com monitors publications of this copyrighted content.**

If after some time you prefer hosting your site on your own server, you agree to protect the content with a copyright note, and a right mouse click pop up alerting the visitor of copyright protection.

Further hosting terms are defined in a separate document.