



## **Custom Internet Limited**

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[enquiries@custom-internet.co.uk](mailto:enquiries@custom-internet.co.uk)

## **Order Form for Bronze 'Starter' Web Page**

**Please use this form to order our Bronze web site starter package.  
For Silver or Gold packages, please telephone or email us.**

**Please read the information document before completing this form.**

There also are also notes to help you in this document, but if you need further advice, please call us on 01425 655210.

If you are a Limited Company, please ensure that you supply the address of the registered office of the company, and also the trading address (if different).

Your Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

*This email address **is required**, and will be used to contact you regarding updates and other matters relating to the site. It will also be used for the generic 'postmaster' address.*

Your position \_\_\_\_\_  
*e.g. Director, Marketing Manager etc.*

**Your Business Details**

Business Name \_\_\_\_\_  
*For a Limited company, this should be your official registered name.*

Trading Name \_\_\_\_\_  
*(if different)*

Company registration number \_\_\_\_\_  
*(if applicable - this **must** be published on the site)*

VAT number \_\_\_\_\_  
*(if applicable – this **must** be published on the site if you are VAT registered.)*

**Your preferred domain name**

*This will be registered in the name of the business.*

\_\_\_\_\_

Please tick extension required \_\_\_\_\_ .co.uk \_\_\_\_\_ .com (£12 extra)

The extra cost for BOTH domain extensions is £28. If you choose this option, one domain will be set as your primary domain. This should be the one you use on literature etc.. The other domain will be set up to point to the primary one.

Primary domain *(please tick **one**)* \_\_\_\_\_ .co.uk \_\_\_\_\_ .com

Please call if you require additional domain names.

*If your chosen name is unavailable, we will contact you to discuss an alternative.*

**Email**

Your hosting account includes either conventional POP3 mailboxes or email redirection so that email sent to your domain will be delivered correctly.

Please note that we do not recommend redirecting email to an 'AOL' or 'Hotmail' address.

If you want to set up additional addresses e.g. for 'sales' or 'enquiries' or specific individuals, please specify them below. Any email not addressed to a known address will be rejected.

*This address ....*

*will be redirected to ....*

webmaster

support@custom-internet.co.uk

Additional email addresses

Redirected to:

*(leave blank if you want a POP3 mailbox)*

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## **Your Page Content**

Bronze packages consist of a single page showing your company name, logo, contact information and the additional information you supply to us.

On receipt of your order, we will call to discuss colours, page layout, font options etc..

## **Graphical Elements**

We will need a copy of your business logo. A digital image in .gif or .jpg format is required.

Your Bronze package can include up to two photographs of your products or business premises. All photographs must be supplied as a digital image (.jpg format).

Please note that if your photograph shows people, you must have their permission. We will assume that any such permissions have been given.

We will also assume that all images supplied to us for publication are free from copyright restriction.

## **Textual Material**

Please supply a brief description of your business. Be sure to include details of your products services, location and any other information you consider relevant

or of use to a customer. As a guide, do not exceed 2 pages of A4. If you need more than this, please consider one of the other packages we offer, or call us to discuss your requirements before ordering.

Contact information will need to include your full postal address and telephone number as a minimum. If this is not included in your text, we will use the details given above.

If you include people's names and / or personal contact details, be sure that you have their permission. We recommend that this is obtained in writing.

Textual material should be in Microsoft Word 2003 (.doc) format.

### **Return of photographs / disks etc.**

Please note that we can only return your photographs, disks etc. if you supply a stamped addressed envelope with the order. Please ensure that this is stamped with the correct postage. For your security, make sure you retain a copy of everything you send to us.

If you prefer, you can send your photographs, text etc. by email. However, please do not do this until your order has been accepted.

### **Payment**

The cost of your Bronze 'Starter Page' is **£379** (or **£391** for .com names, **£407** if both domain extensions are required). This includes setting up the page, domain registration, hosting and 1 year maintenance including use of our OLS editing system.

*Prices valid till 30<sup>th</sup> June 2011.*

**We require payment with order.** Please make your cheque payable to 'Custom Internet Limited'. Once the order is accepted, we will issue an invoice for your records.

### **To Place Your Order .....**

If you have any further questions, please call us. Otherwise, simply complete the checklist on the next page, sign and date it at the bottom and send it to us with your cheque. You can also pay by bank transfer or PayPal – please call for details.

### **What happens next?**

When we receive your order, we will check it through and then contact you to finalise the details of your page and give you an estimated publication date. We will confirm everything by email and send you an invoice in .pdf format for your records.

**The Checklist .....**

- 1. Check that you have filled in all of the above form.
- 2. Check that you have assembled all the required material.  
*(tick)*

Logo \_\_\_\_\_

Photograph(s) \_\_\_\_\_

Business description / information \_\_\_\_\_

The above materials are enclosed / will be sent by email.  
*(Delete as appropriate)*

- 3. S.A.E. for return of material (if required) \_\_\_\_\_
- 4. Sign and date the form below.
- 5. Please enclose your cheque payable to 'Custom Internet Limited'

Including .co.uk domain only                    (£379)  
Including .com domain only                        (£391)  
Including .co.uk AND .com domains            (£407) \_\_\_\_\_

Total Payable \_\_\_\_\_

*We also accept payment by bank transfer or PayPal. Please let us know if you would like to do this and we will send you the relevant details.*

- 6. Send the completed form, your payment and all the material to us at the above address. If you are sending material by email, please wait until your order has been accepted.

All orders are subject to our standard terms and conditions of business as published on our web site.

Signed \_\_\_\_\_

Date \_\_\_\_\_