

Website Design / Hosting Order Form

Contact Information *Essential information underlined - please use BLOCK CAPITALS*

<u>Name</u>		<u>Title</u>	
<u>Address</u>			
<u>Postcode</u>		<u>Tel work / home?</u>	<u>Fax</u>
<u>email address</u>			
Comments			

Website Information *(please write clearly and ensure spelling is correct!)*

<u>Desired domain</u> ¹	www.	Already registered by you?		
<u>Type - please circle</u>	.co.uk	.org.uk	.com	other
<u>Hosting required?</u>	Yes	No		
<u>Forwarding email</u> ²				

Information to be included on the website

Please indicate information supplied. <i>Information can be supplied on floppy disk, CD or by email to web@matley.co.uk</i>	Please enclose separate sheets detailing the proposed layout of the website. Comments
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Please enclose a non-refundable deposit of 50% of the fees quoted by Matley Software Ltd. Cheques should be made payable to **Matley Software Ltd**

By signing this form the Client agrees to be bound by the Matley Software Limited Website Design and Hosting Service Terms and Conditions which are enclosed with this form and available on the Matley Software Website. <http://matley.co.uk/terms.shtml>

Signed _____ Date _____

(Where applicable)

on behalf of _____

¹If available this domain will be registered upon receipt of the deposit in Matley Software's name on behalf of the Client. If the domain is not available the client will be contacted to discuss other options.

² All email to the domain will be forwarded to this email address unless the client specifies otherwise.