

## **PTSIT Solutions Terms and Conditions as of 01/05/18**

Hourly rate £49 per hour – reduced by 10% for regular maintenance (minimum every 3 months). No additional monthly fee for maintenance, you only pay for time worked. Time only starts from when I arrive on-site, not when I leave the office. Minimum charge one hour, thereafter in half-hour increments.

All hardware and software supplied at cost plus 10% (to cover admin, handling and insurance). Any discounts passed on in full.

Travel charge of £10 to £35 depending on distance to cover costs, but travel time not charged. Longer distances by prior arrangement.

No charge for phone calls or emails (within reason)

Website design is £495 for up to 15 pages (includes most designs, but some dynamic pages, such as rotating images or login pages are at additional cost).

Photography work undertaken for websites is at standard hourly rate above plus cost of travel.

Transfer of domain names at no cost apart from 3<sup>rd</sup>. party admin charges (normally free for .co.uk names, around £10 for .com names)

Hosting and maintaining website is £150 per year. This includes email hosting & annual renewal of one standard domain name such as .co.uk or .org.uk plus any number of text and picture modifications and updates throughout the year within reason, but not structural changes.

Hosting is with a professional UK-based hosting company.

Office 365 applications supplied are all subject to a minimum 1 months' notice written cancellation on either side.

For all equipment installed on site, customer is responsible for disposal of packaging.

All supplied hardware remains the property of PTS until full payment is received.

All costs are plus VAT (VAT reg. no. 279 7482 38)

Payment terms are 14 days from receipt of invoice by bank transfer.

PTS IT Solutions is a trading name of PTS Southern.

Employing me to carry out any work for you implies acceptance of the above terms and conditions.

Thank you for your business!

Chris Durbidge

PTS IT Solutions

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### **GDPR compliance**

All data held by PTS for your company is specifically for the purposes of providing IT support and will not be shared with any third party.

All data is securely held on encrypted devices and password protected, whether fixed or portable.

PTS IT Solutions is registered under the Data Protection Act. Registration no. **ZA354988**