



## MOVING ON

Should circumstances change for any reason, or you just feel it's time to move on, here are the general steps to making handover a positive and smooth experience.

- All payment for work completed must be paid in full: this means the non refundable deposit of \$200, and a reasonable valuation based on percentage of completion.
- Generally the website design and layout takes around 60-70% of the hours, so if we are at that point, and your content is the bulk of the remaining work, then 60-70% of the full cost is expected to be paid.
- All website files and folders can then be passed on.
- Any completed graphic design work must be paid in full.
- There is no annual, or monthly locked-in contracts. Annual hosting is non-refundable.
- If you find you are uncertain, or concerned about your website in any way, please discuss.
- I have no problems with people moving on, **however it's always greatly appreciated to know in advance.**