



access-bydesign

Contract for Website Development Services

Payment terms

Effective from September 1st 2016

Please read these Web Development Terms carefully, as they set out our and your legal rights and obligations in relation to our web design services.

1. Definitions and interpretation

1.1 In the Agreement:

“**Acceptance Criteria**” has the meaning given to it in Clause [5.2];

“**Acceptance Period**” means the period of 5 Business Days beginning on the date of actual delivery of the Website to you;

“**Affiliate**” means an entity that Controls, is Controlled by, or is under common Control with the relevant entity;

“**Agreement**” means the agreement between Access by Design and you incorporating these Web Development Terms and the Proposal, and any amendments to it from time to time;

“**Business Day**” means any week day, other than a bank or public holiday in England;

“**Business Hours**” means between 09:00 and 17:00 London time on a Business Day;

“**Charges**” means the amounts payable by you to Access by Design under or in relation to the Agreement (as set out the Proposal);

“**Access by Design**” means the Registered Limited company Access by Design Websites Ltd`, Miracle, Church Lane, Birdham, Chichester, West Sussex, PO20 7AT;

“**Confidential Information**” means:

- (a) any information supplied by Access by Design to you (whether supplied in writing, orally or otherwise) marked as “confidential”, described as “confidential” or reasonably understood to be confidential;
- (b) the terms (but not the existence) of the Agreement;
- (c) any pricing, hosting or associated information;

“**Control**” means the legal power to control (directly or indirectly) the management of an entity (and “**Controlled**” will be construed accordingly);

“Your **Works**” means the works and materials provided to Access by Design by you, or by any third party acting for or on your behalf, for incorporation into the Website;

“**Defect**” means a defect, error or bug having a material adverse effect on the appearance, operation or functionality of the Website but excluding any defect, error or bug caused by or arising as a result of:

- (a) an act or omission made by you, or an act or omission of one of your employees, officers, agents or sub-contractors;

- (b) an incompatibility between the Website and any other application, program or software (other than your Works and the Third Party Works).

"Delivery Date" means the date for delivery of the Website specified in the Proposal;

"Design Elements" means the visual appearance of the Website (including page layouts, responsive design, website accessibility, artwork, photographs, logos, graphics, animations, video works and text comprised in the Website) together with all mark-ups and style sheets comprised in or generated by the Website, but excluding:

- (a) your Works; and
- (b) the Third Party Works;

"Effective Date" means [the date when Access by Design sends to you its written confirmation (by email) that the Agreement is agreed, following your acceptance of the Proposal and these Web Development Terms];

"Force Majeure Event" means an event, or a series of related events, that is outside the reasonable control of the party affected (including failures of or problems with the internet or a part of the internet, power failures, industrial disputes affecting any third party, changes to the law, disasters, explosions, fires, floods, riots, terrorist attacks and wars);

"Intellectual Property Rights" means all intellectual property rights wherever in the world, whether registered or unregistered, including any application or right of application for such rights (and the "intellectual property rights" referred to above include copyright and related rights, database rights, confidential information, trade secrets, know-how, business names, trade names, domain names, trade marks, service marks, passing off rights, unfair competition rights, patents, petty patents, utility models, semi-conductor topography rights and rights in designs);

"Personal Data" has the meaning given to it in the Data Protection Act 1998;

"Proposal" means [the proposal document issued by the Company detailing the scope of the Services and other matters relating to the Agreement];

"Services" has the meaning given to it in Clause [3.1];

"Software Elements" means the Website excluding:

- (a) the Design Elements;
- (b) you Works; and
- (c) the Third Party Works;

"Third Party Works" means the works and materials comprised in the Website, the Intellectual Property Rights in which are owned in whole or part by a third party (excluding you Works);

"Term" means the term of the Agreement;

"Unlawful Content" has the meaning given to it in Clause [7.1];

"Website" means the website or web application to be developed by Access by Design for you under the Agreement;

"Written notice" means any form of electronic written notice in the form of an email or Basecamp message, discussion or to-do item.

"Year" means a period of 365 days (or 366 days if there is a 29 February during the relevant period) starting on the Effective Date or on any anniversary of the Effective Date.

1.2 In the Agreement, a reference to a statute or statutory provision includes a reference to:

- (a) that statute or statutory provision as modified, consolidated and/or re-enacted from time to time; and
- (b) any subordinate legislation made under that statute or statutory provision.

1.3 The Clause headings do not affect the interpretation of the Agreement.

1.4 The ejusdem generis rule is not intended to be used in the interpretation of the Agreement; it follows that a general concept or category utilised in the Agreement will not be limited by any specific examples or instances utilised in relation to such a concept or category.

2. Term

The Agreement will come into force on the Effective Date and will continue in force until the acceptance of the Website by you in accordance with Clause [5], upon which it will terminate automatically, unless terminated earlier in accordance with Clause [14].

3. The Services

3.1 Access by Design will:

- (a) design and deliver the Website;
- (b) incorporate your Works and Third Party Works into the Website;
- (c) provide hosting and other services, in accordance with the Schedule

(the "**Services**").

3.2 Access by Design will use reasonable endeavours to perform the Services in accordance with the timetable set out in the Proposal; however, Access by Design does not guarantee that that timetable will be met.

4. Your obligations

4.1 You will provide Access by Design with:

- (a) such co-operation as is required by Access by Design (acting reasonably) to enable the performance by Access by Design of its obligations under the Agreement; and
- (b) all information and documents required by Access by Design (acting

reasonably) in connection with the provision of the Services.

- 4.2 You will be responsible for procuring any third party co-operation reasonably required by Access by Design to enable Access by Design to fulfil its obligations under the Agreement.
- 4.3 You are obligated to pay on or by the deadline stating in this agreement. Late payments will be subject to a penalty charge as laid out in these agreed terms.

5. Delivery and acceptance

- 5.1 Access by Design will use reasonable endeavours to deliver the Website to you for acceptance testing on or before the Delivery Date.
- 5.2 During the Acceptance Period, you will carry out acceptance tests to determine:
 - (a) whether the Website conforms in all material respects to the specification of the Website in the Proposal; and
 - (b) whether the Website has any Defects;(the "**Acceptance Criteria**").
- 5.3 If in your reasonable opinion the Website meets the Acceptance Criteria, you will send to Access by Design a written notice during the Acceptance Period confirming acceptance of the Website. This written notice may be electronic.
- 5.4 If in your reasonable opinion the Website does not meet the Acceptance Criteria, you will send to Access by Design a written notice during the Acceptance Period setting out in detail the respect(s) in which the Website does not meet the Acceptance Criteria.
- 5.5 If Access by Design (acting reasonably) agrees that the Website does not meet the Acceptance Criteria, Access by Design will have a further remedial period (of 30 Business Days) to modify the Website so that it meets the Acceptance Criteria.
- 5.6 The Website will be deemed to have been accepted by you if:
 - (a) you does not give any notice to Access by Design under either Clause [5.3] or Clause [5.4] during the Acceptance Period; or
 - (b) you ask for the Website to be published or uses the Website for any purpose other than development and/or testing.

6. Third Party Works

Any licence fees for Third Party Works will be payable by you in addition to the Charges specified in the Proposal (unless the parties agree otherwise).

7. Unlawful Content

- 7.1 You will ensure that your Works do not infringe any applicable laws, regulations or third party rights ("**Unlawful Content**").
- 7.2 You will indemnify and will keep indemnified Access by Design against all damages, losses and expenses (including legal expenses) arising as a result of any claim that your Works constitute Unlawful Content, or any legal proceedings

relating to such a claim.

8. Charges and payment

- 8.1 Access by Design will issue invoices for the Charges to you on the relevant invoicing dates set out in the Proposal, or (if earlier) upon the acceptance of the Website by you.
- 8.2 You will pay the Charges to Access by Design within 14 days of the date of issue of an invoice issued in accordance with Clause [8.1].
- 8.3 There will be a late penalty charge of £35 plus interest for payments not received within or by the period of 14 days of the date of issue of the invoice in accordance with Clause [8.2].
- 8.4 All Charges stated in or in relation to the Agreement are stated exclusive of VAT, unless the context requires otherwise.
- 8.4 Charges must be paid by either bank transfer or by cheque
- 8.5 If you does not pay any amount properly due to Access by Design under or in connection with the Agreement, Access by Design may:
- (a) charge you interest on the overdue amount at the rate of 5% per year above the base rate of Lloyds TSB from time to time (which interest will accrue daily until the date of actual payment and will be compounded quarterly); or
 - (b) claim interest and statutory compensation from you pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.

9. Intellectual Property Rights

- 9.1 From the date of acceptance of the Website by you, Access by Design hereby assigns to you all its Intellectual Property Rights in the Design Elements. These rights are assigned for the whole term of such rights together with all reversions, revivals, extensions and renewals, and this assignment includes the right to bring proceedings for past infringement of the assigned Intellectual Property Rights.
- 9.2 All Intellectual Property Rights in the Software Elements will, as between the parties, be the property of Access by Design and, from the date of acceptance of the Website by you, Access by Design grants to you a non-exclusive worldwide licence to use the Software Elements in connection with the Website, subject always to the other terms of the Agreement, and providing you must not:
- [(a) sell, resell, rent, lease, supply, distribute or redistribute the Software Elements;
 - (b) use the Software Elements in connection with any website, web application, script, computer program or software (other than the Website); or
 - (c) alter or adapt or edit the Software Elements.

and you may only sub-license the rights licensed under this Clause for the limited purposes, and subject to the express restrictions, specified in this Clause.

- 9.3 The Third Party Works will be either (at the option of Access by Design):
- (a) supplied in accordance with the relevant licensor's standard terms for online use;
 - (b) supplied on licence terms notified by Access by Design to you;
 - (c) sub-licensed by Access by Design to you on terms notified by Access by Design to you; and/or
 - (d) sub-licensed by Access by Design to you on the basis of a non-exclusive, worldwide, royalty-free licence to use the Third Party Works in connection with the Website.
- 9.4 Notwithstanding any other provision of the Agreement, the assignments and licences granted by Access by Design under the Agreement are subject to the payment by you of all amounts owing to Access by Design in full and on time. In the event that you owes any amount to Access by Design and fails to pay that amount to Access by Design within 14 days of receiving a notice:
- (a) requiring it to do so; and
 - (b) specifying that the assignment will revert and the licences will terminate if the amount repays unpaid,
- then Access by Design may immediately revert the assignments and terminate the licences granted by Access by Design under the Agreement by giving written notice of reversion and termination to you.
- 9.5 Subject to Clause [9.4], upon and following the termination of the Agreement, any licence granted by Access by Design to you will cease.
- 9.6 Access by Design may include a screenshot of the front page of the website, statement "Website by Access by Design" together with a link to Access by Design's website on each page of the Website in a position and in a form to be agreed by the parties. You will retain any such credit and link in any adapted version of the Website, and you will (and will only) remove any such credit and link from the Website at Access by Design's request.
- 9.7 You grants to Access by Design a non-exclusive worldwide licence, under the Intellectual Property Rights in the Website, to use the Website for the purpose of marketing Access by Design's services to third parties.

10 Warranties

- 10.1 You warrants to Access by Design that it has the legal right and authority to enter into and perform its obligations under the Agreement.
- 10.2 Access by Design warrants to you:
- (a) that it has the legal right and authority to enter into and perform its obligations under the Agreement;
 - (b) that it will perform its obligations under the Agreement with reasonable care and skill; and
 - (d) that the Website will continue to operate without any Defects for a period

of 1 month from the date of acceptance of the Website (and if the Website does not so operate, Access by Design will, for no additional charge, carry out any work necessary in order to ensure that the Website operates without any Defects during this period).

- 10.3 You acknowledges that Access by Design has designed the Website to work with the web browser technology specified in the Proposal, and Access by Design does not warrant that the Website will work with any other web browser technology.
- 10.4 You further acknowledges that Access by Design does not purport to provide any legal advice under the Agreement or in relation to the Website and Access by Design does not warrant that the Website will not give rise to any civil or criminal legal liability on the part of you or any other person.
- 10.5 All of the parties' liabilities and obligations in respect of the subject matter of the Agreement are expressly set out herein. To the maximum extent permitted by applicable law, no other terms concerning the subject matter of the Agreement will be implied into the Agreement or any related contract.

11 Liability

- 11.1 Nothing in the Agreement will exclude or limit the liability of either party for:
 - (a) death or personal injury caused by that party's negligence;
 - (b) fraud or fraudulent misrepresentation on the part of that party; or
 - (c) any other liability which may not be excluded or limited under applicable law.
- 11.2 Subject to Clause [11.1], Access by Design's liability to you under or in connection with the Agreement or any collateral contract, whether in contract or tort (including negligence), will be limited as follows:
 - (a) Access by Design will not be liable for any:
 - (i) loss of profits, income or anticipated savings,
 - (ii) loss or corruption of any data, database or software,
 - (iii) reputational damage or damage to goodwill;
 - (iv) loss of any commercial opportunity, or
 - (v) indirect, special or consequential loss or damage;
 - (vi) guarantee against future devices/technology,
 - (b) Access by Design will not be liable for any losses arising out of a Force Majeure Event; and
 - (c) Access by Design's liability in relation to any event or series of related events will in no circumstances exceed £10000

12. Data protection

- 12.1 You warrant that it has the legal right to disclose all Personal Data that it does in

fact disclose to Access by Design under the Agreement.

12.2 Access by Design warrants that:

- (a) it will act only on instructions from you in relation to the processing of any Personal Data performed by Access by Design on behalf of you; and
- (b) it has in place appropriate security measures (both technical and organisational) against unlawful or unauthorised processing of Personal Data and against loss or corruption of Personal Data processed by Access by Design on behalf of you.

13. Confidentiality and publicity

13.1 You will keep confidential the Confidential Information, and will not disclose that Confidential Information except as expressly permitted by this Clause [13].

13.2 You will protect the confidentiality of the Confidential Information using at least reasonable security measures.

13.3 The Confidential Information may be disclosed by you to its employees and professional advisers, provided that each recipient is legally bound to protect the confidentiality of the Confidential Information.

13.4 These obligations of confidentiality will not apply to Confidential Information that:

- (a) has been published or is known to the public (other than as a result of a breach of the Agreement);
- (b) is known to you, and can be shown by you to have been known to it, before disclosure by Access by Design; or
- (c) is required to be disclosed by law, or by an order (binding upon the relevant party) of a governmental authority, a regulatory body or a stock exchange.

13.5 You will not make any public disclosure relating to the subject matter of the Agreement (including press releases, public announcements and marketing materials) without the prior written consent of Access by Design.

14. Termination

14.1 Access by Design may terminate the Agreement at any time by giving at least 30 days' written notice to you. Note that there will be no refunds given be under Clause 15.3(b).

14.2 Either party may terminate the Agreement immediately by giving written notice to the other party if the other party:

- (a) commits any material breach of any term of the Agreement, and:
 - (i) the breach is not remediable; or
 - (ii) the breach is remediable, but other party fails to remedy the breach within 30 days of receipt of a written notice requiring it to do so; or

- (b) fails to pay any amount due under the Agreement in full and on time.
- 14.3 Either party may terminate the Agreement immediately by giving written notice to the other party if:
- (a) the other party:
 - (i) is dissolved;
 - (ii) ceases to conduct all (or substantially all) of its business;
 - (iii) is or becomes unable to pay its debts as they fall due;
 - (iv) is or becomes insolvent or is declared insolvent; or
 - (v) convenes a meeting or makes or proposes to make any arrangement or composition with its creditors;
 - (b) an administrator, administrative receiver, liquidator, receiver, trustee, manager or similar is appointed over any of the assets of the other party;
 - (c) an order is made for the winding up of the other party, or the other party passes a resolution for its winding up (other than for the purpose of a solvent company reorganisation where the resulting entity will assume all the obligations of the other party under the Agreement); or
 - (d) (where that other party is an individual) that other party dies, or as a result of illness or incapacity becomes incapable of managing his or her own affairs, or is the subject of a bankruptcy petition or order.

15. Effects of termination

- 15.1 Upon termination all the provisions of the Agreement will cease to have effect, save that the following provisions of the Agreement will survive and continue to have effect (in accordance with their terms or otherwise indefinitely): Clauses [1, 7, 8.5, 9, 10, 11, 13, 15, and 16.3 to 16.13].
- 15.2 Termination of the Agreement will not affect either party's accrued rights (including Access by Design's accrued rights invoice for and to be paid the Charges) as at the date of termination.
- 15.3 If the Agreement is terminated under Clause [14.1], or by you under Clause [14.2] or [14.3] (but not in any other case):
- (a) Access by Design will promptly provide to you an electronic copy of the Design Elements and Customer Works; and
 - (b) you will not be entitled to any refund of any Charges paid by you to Access by Design in respect of any Services which were to be performed after the date of effective termination, and will not be released from any obligation to pay such Charges to Access by Design (such amount to be calculated by Access by Design using any reasonable methodology).
- 15.4 Save as provided in Clause [15.3(b)], you will not be entitled to any refund of Charges on termination, and will not be released from any obligation to pay Charges to Access by Design.

16. General

- 16.1 Any notice given under the Agreement must be in writing (whether or not described as "written notice" in the Agreement) and must be delivered personally, sent by first class post, or sent by fax or email, for the attention of the relevant person, and to the relevant address, fax number or email address given below (or as notified by one party to the other in accordance with this Clause).

Access by Design Websites Ltd
Miracle, Church Lane, Birdham, Chichester, PO20 7AT
Email: info@accessbydesign.uk

You

- 16.2 A notice will be deemed to have been received at the relevant time set out below (or where such time is not within Business Hours, when Business Hours next begin after the relevant time set out below):
- (a) where the notice is delivered personally, at the time of delivery;
 - (b) where the notice sent by first class post, 48 hours after posting; and
 - (c) where the notice sent by email, at the time of the transmission (providing the sending party retains written evidence of the transmission).
- 16.3 No breach of any provision of the Agreement will be waived except with the express written consent of the party not in breach.
- 16.4 If a Clause of the Agreement is determined by any court or other competent authority to be unlawful and/or unenforceable, the other Clauses of the Agreement will continue in effect. If any unlawful and/or unenforceable Clause would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the Clause will continue in effect (unless that would contradict the clear intention of the parties, in which case the entirety of the relevant Clause will be deemed to be deleted).
- 16.5 Nothing in the Agreement will constitute a partnership, agency relationship or contract of employment between the parties.
- 16.6 The Agreement may not be varied except by a written document signed by or on behalf of each of the parties.
- 16.7 Access by Design may freely assign its rights and obligations under the Agreement without your consent. Save as expressly provided in this Clause or elsewhere in the Agreement, neither party may without the prior written consent of the other party assign, transfer, charge, license or otherwise dispose of or deal in the Agreement or any rights or obligations under the Agreement.
- 16.8 Access by Design may subcontract any of its obligations under the Agreement to any third party without your consent.
- 16.9 You will not, without Access by Design's prior written consent, either during the term of the Agreement or within 6 months after the date of effective termination of the Agreement, engage, employ or otherwise solicit for employment any employee or contractor of Access by Design who has been involved in the performance of the Agreement.

- 16.10 Each party agrees to execute (and arrange for the execution of) any documents and do (and arrange for the doing of) any things reasonably within that party's power, which are necessary to enable the parties to exercise their rights and fulfil their obligations under the Agreement.
- 16.11 The Agreement is made for the benefit of the parties, and is not intended to benefit any third party or be enforceable by any third party. The rights of the parties to terminate, rescind, or agree any amendment, waiver, variation or settlement under or relating to the Agreement are not subject to the consent of any third party.
- 16.12 The Agreement constitutes the entire agreement and understanding of the parties in relation to the subject matter of the Agreement, and supersedes all previous agreements, arrangements and understandings between the parties relating to the subject matter of the Agreement. Subject to Clause [11.1], each party acknowledges that no representations or promises not expressly contained in the Agreement have been made by or on behalf of the other party.
- 16.13 The Agreement will be governed by and construed in accordance with the laws of England and Wales; and the courts of England will have exclusive jurisdiction to adjudicate any dispute arising under or in connection with the Agreement.