

WebGenie MEDIA

Tel: +44 (0)203 627 2030 ♦ Email: webgeniemedia@gmail.com ♦ Web: www.webgeniemedia.com
Address: WebGenie Media, 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

Instruction for the Creation of a New Website.

This form confirms your instruction to commission a new website by WebGenie Media. The setup/design is required prior to scheduling in the creation of work and work commencing. This includes the setup and configuration of your hosting, emails and the creation of your website until approved. After the website has been completed and approved, the setup/design fee is non-refundable. The monthly subscription includes unlimited hosting, emails, support and use of the Content Management System.

Any content you input into the website such as text, imagery, logos etc remains your property. All code remains the intellectual property of WebGenie Media.

Please complete all fields, and either scan/email back to webgeniemedia@gmail.com OR post to:

WebGenie Media, 71-75 Shelton Street, Covent Garden, London WC2H 9JQ

***** IT IS MANDATORY TO COMPLETE THIS FORM IN FULL BEFORE THE COMPLETION OF YOUR WEBSITE *****

Business Name (If Applicable):

Website Details:

Existing Website address
(if applicable):
New Website address:

Business / Client Address:

Address:
Postcode:

Contact Details:

E-mail Address:
Contact Phone Number:

Pricing:

Setup/Design fee as advertised/quoted: £
Monthly Subscription upon completion: £12.95 per website.

Declaration:

I wish to commission a new website from WebGenie Media and agree to the Terms and Conditions as stated here:

<https://www.webgeniemedia.com/tc.pdf>

Signature:

Full Name:

Position in Company:

Date (DD/MM/YY): - -

Any Additional Notes from WebGenie Media:

- Monthly subscription charges do not incur any additional fees and paid through direct debit.
- Any add-on features outside of what is included in the package may incur an additional charge which will be specified before proceeding. Any add-on features can be added during or after website completion.