

Order Form

Client's Contact Information:

Client's Name		
Designation		
Organization Name		
Contact Address		
Email Address		
Phone Number		Ext:
Mobile Number		
Fax Number		

Product Selection Chart:

Our product chart. Please, select your desire products from the chart below.

	Product Name	Client's Requirement
<input type="checkbox"/>	Web Design	Exhibit A
<input type="checkbox"/>	Domain Name Registration	Exhibit B
<input type="checkbox"/>	Web Hosting	Exhibit C
<input type="checkbox"/>	E-Commerce Site	Exhibit D
<input type="checkbox"/>	Software Development	Exhibit E
<input type="checkbox"/>	Office Networking	Exhibit F
<input type="checkbox"/>	PC Supply / Servicing	Exhibit G
<input type="checkbox"/>	Corporate IT Training	Exhibit H
<input type="checkbox"/>	Other	Exhibit I

Preferred Domain Names:

	Domain Name(s)	.com / .co.uk
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Billing Information:

Payment Assessment:

Total:	£

Payment Implication	<input type="checkbox"/> Option 1 Full Payment: £ _____ Date: / / 200	<input type="checkbox"/> Option 2 Down Payment/ Instalments: £ _____ Date: / / 200 £ _____ Date: / / 200
	Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque	

Clarification:

The services start as soon as we receive and process your Cheque or Cash. Most of the services are delivered within 15 to 20 days after we receive all required materials from you (eg. Contents of your web site, software development or hardware devices or any other stuffs think required) and send you a confirmation message to you. You can send us the necessary material by postal mail, fax or e-mail (order@london123.co.uk) service.

Availability of all services may not be guaranteed at all the times as it depends on our workload. As a quality service provider, we have a commitment to all associates of our customer communities. We would like to provide quality services to the majority of our customers rather than being overloaded with complicated jobs for very few of our clients.

Service T&C Information

Service shall mean the Web Designing, Domain Registration, Web Hosting, E-Commerce, Software Development, Office Networking, PC Servicing or Supply for the client through London123.co.uk.

1. Service Provision

- 1.1 Web Designing: The provided information & pictures by the Client will be used to design the website. Additional web images or design will be supply to give a professional outlook.
- 1.2 Domain Name Registration: Domain name is subject to availability. The amount given for Domain Registration is non refundable after the domain has been registered. Usually the top-level domain with [eg.: .com] will be register for a year and domain with [eg.: co.uk] for two years.
- 1.3 Web Hosting: London123.co.uk will host the website after successfully completion of the Order Form & web contents. Hosting service shall commence on the web server space specified by the London123.co.uk through the third party web hosting service provider. Web space will be provided according to site necessity and based-on one-year renewal term.
- 1.4 E-Commerce Solution: London123.co.uk will develop the entire website which is e-commerce compatible website. The entire bank related formalities are Client's sole responsibility.
- 1.5 Software Development: London123.co.uk will develop the entire software solution that is desktop application compatible software.
- 1.6 Office Networking: London123.co.uk will provide networking solution according to Client's requirements. Once the entire network establish, Client will get an overall demonstration. London123.co.uk will provide support to Client to get familiar with the networking environment free of charge for few days. If any error occurs by the Client after that stipulated time, it will be charged for the solution.
- 1.7 PC Servicing & Supply: London123.co.uk will deliver branded/ assembled PCs, Laptops or upgrade PC or devices/accessories according to Clients request. For servicing, Client will provide all required device drivers if needed.
- 1.8 All services are one-off set-up term. After completion of final product further addition or modification will be cost extra as updating service charge term. Usually, it costs 50% of the actual cost. Whereas 'Monthly Service' contracts trim down the cost up to 70%.

2. Termination

- 2.1 Client will be required to pay all dues to London123.co.uk. Failure to pay within the stipulated time limit may result in entire service suspension or give a 28 days notice of termination.
- 2.2 London123.co.uk may terminate any Client's service after providing a 14 days notice via email, fax or phone if Client takes longer time to deliver mandatory resources to complete any running project.
- 2.3 London123.co.uk can terminate Client's service anytime due to technical complexity or any other inescapable situation to complete the service, but London123.co.uk will pay back the full deposit, not any compensation to the Client.

3. Payment

- 3.1 50% payment of dues should be made by Cash or Cheque along with the Order Form. And remain 50% will be paid before service done.
- 3.2 London123.co.uk will initiate any official proceeding against Client who refuses to pay their dues. It is Client's sole responsibility to pay the bill to London123.co.uk.

4. Client's Responsibility

- 4.1 London123.co.uk client will be held responsible for their information design for the web site.
- 4.2 Usually the Client shall at all times update their pages by us, but with a prior notification of 7 days. The Client should provide the information or images that need to be updated. And if images need to be modified by London123.co.uk, it will be charged against their account.
- 4.3 Client is required to inform London123.co.uk if there is any problem with their product information or contents.

5. London123.co.uk Rights

- 5.1 London123.co.uk reserves for right to manage and control the access to the site and data on the system in a manner deemed appropriate.
- 5.2 London123.co.uk exclusively keep the web or software source code, domain & hosting admin information for security reason to avoid technical disarray by the Client. They will send email request to support team (support@london123.co.uk) if they need to make any changes. Admin control information may provide to Client, if London123.co.uk consider persuasive. A basic transferring charge will applicable in that case.
- 5.3 London123.co.uk cannot be held responsible of any copyright violation by the Client under the International Copyright Laws and any activities deemed subversive to the state.
- 5.4 London123.co.uk reserve the right to deny their service due to unforeseen, network error without prior notice. Client may not initiate official proceedings due to any consequential damages, which may result from Network Outage. However, Client will be informed of any upgrade of service to the London123.co.uk linked Server 24 hrs prior to commencement of upgrades.

6. Amendment Box

(If no amendment done, please cross the above box diagonally)

London123.co.uk reserves the right to add or modify the information that provided in the terms and conditions but Client will be notified beforehand. Check the relevant link of our website for update T&C information.

I hereby declare that I have understood and will be abide by all the terms and conditions mentioned above. I agree to pay the full payment/instalment fee (as I have mentioned in the Billing Information page) for the products I have chosen from the above product chart. I also agree to pay additional fees if I have chosen any additional products/services.

Name of the Client:

Date: / / 200

_____ Signature of the Client

For Office Use Only	
Order Number: <input style="width: 200px;" type="text"/>	Client's ID: <input style="width: 100px;" type="text"/>
Chosen Products: A + B + C + D + E + F + G + H + I	
Payment Option: <input style="width: 200px;" type="text"/>	Payment Method: <input style="width: 100px;" type="text"/>
Remarks:	
_____ Signature of Account Creator	_____ Signature of Authority