

BUSINESS DEVELOPMENT

CUSTOMER LIAISON

An agreed amount of customer contact with quoting included. All information submitted by DBDM to be verified by the client.
Email monitoring provided by DBDM involves agreed office hours monitoring of incoming email and responding to each individual email as per instructions and guidance given by the client prior to the service being activated.

SOCIAL MEDIA MANAGEMENT

Social Media updates may be submitted by the client to DBDM to post on the clients relevant social media platforms. DBDM can also make informed posts on these platforms as agreed with the client and if required set up the relevant platform.

GOOGLE PROFILES

Updated and / or set up as agreed by DBDM and the client.

PROMOTIONAL VIDEOS

Content submitted by the client unless agreed otherwise. Videos are 55 seconds long.

*** DBDM reserve the right to withdraw services on any Business Development product upon non payment of an invoice 7 days after the invoice date. The service will only resume once the invoice has been paid in full.**

***A service is considered purchased once the agreement is signed by the customer,**

OTHER SERVICES

ADVERTISING & BROCHURES

An agreed style and format between DBDM & the client.

VHS TO DIGITAL TRANSFER

Prices charged per VHS tape transferred to an agreed format. Prices charged as advertised.

PHOTO RESTORATION

No minimum order required. Charges based on current prices advertised per 5 images.

WEBSITES

A website agreement lasts for one year from the date of signing. The total annual cost of the agreement is payable via payment methods and terms agreed between DBDM and the client for this period. A renewal option is offered two months prior to the active agreement ending. An agreed cost (usually 60% of the original charge) is payable at this juncture for domain name renewal and maintenance. Other services are on a monthly ongoing basis with no contract.

***The website will only be considered as purchased once the agreement has been signed by the customer and the agreed sum (see PAYMENT TERMS) has been paid.**

CONTENT INPUT

All written website content is provided by the client. Whilst DBDM will proofread the submitted content, advising of any required changes, the client remains responsible for the written content submitted unless by prior agreement DBDM composes written content.

PAYMENT TERMS

The amount payable is broken into two sections: The set up charge and the maintenance charge.

The set up charge is payable at 50% once the agreement is signed and the remaining 50% once the website / service is in a position to proceed to publication as agreed by the client and DBDM.

Ongoing charges are invoiced monthly and payable via bank transfer to DBDM within 7 days of the invoice date.

LEAVING DBDM

Should the client wish to leave DBDM upon the agreement period expiring, DBDM will cease to publish the website from the expiry date on the agreement.

The client may retain the associated domain name at no cost.

No access to editing suites and associated plug ins or tools will be given to the client.