



Girlfridayz

Business support to sole trader & SME's

28 Cambria Road
London SE5 9AE

E: girlfridayz@girlfridayz.com

W: <http://girlfridayz.com>

M: 07931089744

Payment term & condition

SALES TERMS

Currently, we accept payments via the following methods:

Credit Card - Debit Card: Via Stripe, Card reader, bank transfer, Direct Debit, PayPal Express Checkout, and PayPalme.

Cheque: Made payable to Girlfridayz Limited 28 Cambria road London SE5 9AE

Postal Order: Made payable to Girlfridayz Limited 28 Cambria road London SE5 9AE

Cash: We accept cash payment

You benefit from prices without VAT as Girlfridayz Limited does not qualified for VAT.

Payment facility

Payment Facility: available on larger project agreement over £200. Please contact us to request this service. Please bear in mind that the final payment will be due a week or a month or biweekly before completing an order depending on your chosen structure of payment.

For projects requiring a deposit and the amount of order is over £200, you can request a payment facility after paying your deposit.

We can waive the deposit for our website design service and offer you a payment facility from the start of your order to help you budget your payment.

You can change your payment structure or schedule payment offer date to suit your need. We will adjust your payment due to reflecting any change in your facility of payment. You are allowed to change your payment structure or schedule payment offer once.

After accepting your request of a payment facility, we required your debit card or credit card detail to start your scheduled payments. You must provide your cards details when requested. If you refuse, we would not be able to offer you any payment facility on offer.

Providing your debit or credit card detail is an easy and convenient method to pay your scheduled payment on time without the added stress. We will only charge the amount owed weekly, monthly or biweekly on the agreed date depending on your selected payment structure.

You must ensure that the scheduled payment owed is available in your bank account for collection on the date agreed. Make sure that you have enough money to cover your schedule payment owed.

We will advise you if your merchant declines the payment and you must provide us with another payment card. If you do not have any other debit/credit card details to offer, we would ask you to pay by any other payment method we accept.

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Your debit/credit card details provided securely kept on our system, and you can request to have your details removed of our system any time. You must pay any remaining balance or full payment using our payment method accepted on the removal of your details. Before cancelling your request, you must inform us of your new payment method. We reserve the right to refuse your request of the removal of your card details if you refuse or do not provide any other payment method accepted to recover our fund due. You must make the scheduled payment at the payment date before your card removed.

Bear in mind that we cannot guarantee that we continue providing you with your payment facility if your card removed.

Online payment is available on some of our services, such as website & SEO. You can pay online the deposit requested for any bundles and pay online for social media updates. You can pay online for our Per Hours admin service and our yearly subscription

Ordering Services

Please complete the relevant order form for the service required (i.e. Online Presence & Marketing-Advertising). They are located on our contact us page and on selected pages where an order form must be completed and downloaded straight onto your computer. They are in PDF format; hence, it's best to print them once finished and return via post at the address mentioned above or email it. Please ensure that your order form is signed and dated in both places, including the signed and dated working agreement. We also required your completed Client design brief send with your order form.

We also accept orders through our contact form on our contact page, via telephone and email at girlfridayz@girlfridayz.com. However, on receipt of your order through this communication method, we will email you the relevant order form pre-populated with your order and details and Client Design Brief. You would need to return these documents signed and dated to us.

We will also send you a service agreement and working agreement to be signed, and a deposit invoice of 50% of the project's value paid before we start any work on your project.

We recommend that you download the Supply of Document information sheet to ensure that you send us information in the required format.

Invoicing

We will invoice you for any services carried out for you. Invoices are to be settled within a maximum of 30 days or 60 days of receipt in full if specified. Otherwise, payment is due on completion of work. Delivery of website and design & printing items ordered would be invoice acknowledging payment due for your information.

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Deposit

We require a 50% deposit on all projects and responsive website design packages bundle: for business site 5-pages £727, for E-commerce 5-pages include 5 product pages £1044 and Personal site 5-pages £655 plus Social Website/forum unlimited pages for £7526

We also offer a 10-page responsive website design packages bundle: business site 10-pages £1454, E-commerce site 10-pages include 5 product pages £2088, and Personal site £1310.

If you want extra pages added to any bundles offered, you would need to add £40 per page, a blog set up add £40, and Checkout adds £30 only for a business site. We also offer a landing page (1-page) for £123 and 1-4 pages £328 only for a personal site and does not include on-page SEO or Social Media integration. If you want on-page SEO, add the starter pack £265 basic SEO and £50 for social media integration.

For domain transfer to your chosen host for domain name already paid a fee of £35 applied. You will need to pay the host subscription fee for your website, and they can offer the domain name for you, usually a yearly bill. **Website transfer or migration** between host registrar, a fee of £360 charged. **For website transfer from your old host to your registrar**, a fee of £520 applies.

For rescuing your website transfer, if you try to do it on your own and make an error resulting in downtime time, your website will go dark for several hours or days, depending on the severity of the discrepancy. We charge £612 for applying the solution and restoring your files, folders, widgets, databases, and any sub-domain, program, and software used on your website.

Please note: if the severity of the errors is to a disaster level, your website files, folders, widgets, databases are lost or destroyed and irretrievable, causing pain and upset we cannot take responsibility for your mistake for not being able to retrieve your site as this mean your previous host deleted your files, your files became corrupted by a virus or your scripts got changed, or the permission incorrectly set **the fee will still be due to us**. However, if we cause the error and are unable to fix the discrepancy, no payment is due.

Marketing service – Artwork and Print Marketing

For design & printing artwork service, we required a £35 deposit before sending the order to print for small order quantity 100 to 250 for a large order deposit amount of 75% or 80% of the price before we send it to print. The prices for design and printing work do not include delivery cost or third party VAT, but you are responsible for paying for delivery cost and third party VAT. You are responsible for checking the information provided and inform us of any amendment or correction before sending the design to the printing company. Once the design is printed, the information provided cannot be changed.

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Marketing service - Consultation service

You get a 1-hour free marketing consultation service. After one hour elapses, a £25 fee applies. If you are a retainer customer, a fee of £300 per year for advice applies and is payable as soon as you receive the invoice. We will not accept payment facilities.

Any marketing task carried out is charged at different prices depending on your company structure. Start-up business price is £579, and SME's is £701.

Marketing short course: Our 4-weeks short courses Marketing modules — The Beginner Marketing Course price is £350. The Advanced Marketing Course is £390. Both short-self-contained courses are available to purchase from our Girlfridayz online store.

Social Media Marketing

As per customer request, we have changed our price structure to accommodate your desire. Rolling Contract30, where we updated up to 1 social media platform per month with 4 posts or tweets per week for £1237.60 and our Pay as You Go50 weekly update up to 5 social media platforms up to 4 posts, tweets per week price is £285.60 per week per platform.

Professional blog writing service

We can update your blog monthly for you. We charge £150 for 2 blog posts per month. We also have our irresistible blog offer where we write fresh blog post content or re-targeted content or blog update for £200 per month this offer include 1 free picture for your blog (2 posts per months).

Picture service for blog or website

We charge £60 for 30 images if supply by us. We will re-charge you the fee if we purchase a picture to use on your blog or website. If you supply your photos is free, please bear in mind if the picture supply is of low quality or resolution, and if you want us to fix it for you, we charged £5 to do so. If you refuse, we reserve the right to request another picture, or if you insist on the low-quality image we will put it on your blog or site, but we bear no responsibility if you are not happy with the result. We also use our free picture from our Royal free library if the number of images required is less than 30.

Copywriting Service

If you provide us with text, it is free. However, if you ask us to write content for you, we charge a flat fee of £395. Text correction of errors, grammar err we correct your errors free of charge. However, if we have to apply corrective measures to your text on two occasions, a fee of £40 applies.

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Bolt on re-branding Service

We charge a re-branding fee of £295, including your logo and stationery such as letterhead and business card.

Small Business Advertising & Affiliate Marketing & Podcast

We offer small businesses and SME's the opportunity to advertise on our site from £60 for a 90 days placement. We also charge a small fee for designing your ad, priced at £25 per design. We have different price plans depending on the size of the ads requested. You can order this service directly from our website.

We also offer Affiliate Marketing, starting from £60 for ad placement. The price varies depending on the size of your ads; the price increased. Once we placed your ads, they will remain on our site no longer than six months, and we charge a 5% fee on sales generated from your ads, 2% if no sales are generated from your ad. You must sign and date our Service Agreement, including the Working Agreement. Upon receiving these documents, a monthly invoice is sent to your designated email address for immediate payment.

We offer small business owners an opportunity to promote their business for free during our guest invitation podcast session. The way it works, we select a business topic to discuss, and the chosen guest can promote their business and is required to promote our business.

Social Sales Growth Strategy Training Program

We offer a Social Sales Growth Marketing Training program in real-time using the technology available. Our training teaches you how to segment your market to your right customers using geo-location, geo-targeting. We also show you how to create an advert for Social Media and a better post to attract, persuade and convert potential customers into prospect inquiry or purchase your products or services. We teach you how to conduct keyword research and using them to your advantage. Our online real-time training program costs £600 for all-day training. You can attend the training comfortably from your office or your home office.

Website & SEO or Social Media Consultation

We charge you a £30 flat fee for consultation and advice. The payment is due before giving you advice. The free consultation offer does not apply to website & SEO; Social Media or website transfer advice, including your website or hosting.

Website update Subscription

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We bundle our website update into a yearly website subscription service that is better for our customer. Our annual subscription cost £2275, an upfront payment of £189.60 required at the time of order, and the remaining amount within three months of the date of order. If you place your order online, the subscription price is half price for the first year only. Thereafter the full price £1137.50 applied.

Before we carry out any work with you, either be a retainer contract or project agreement, we request that you **sign and return our contract agreement and signed our working agreement with the deposit amount if required.**

REFUNDS - PER PROJECT AGREEMENTS ONLY

We will kindly refund the full deposit amount within the first 48 hours of work has not begun. If work has already started on your project, refunds are not available.

The work has not begun, and we requested upfront payment for the job, and you have paid the deposit, but you have not returned our signed service and working agreement, and we have requested our documents back, the remaining payment due before starting any work. You have not given us what we asked after two weeks has elapsed, we will cancel our agreement. We will not give you a refund as we have made many attempts to collect our documents and payment remaining and you did not cancel within 48hrs as per our policy.

No refunds given for Artwork design and printing work completed as the customer could amend any parts of the design before sending it to print, and your right to cancel is not affected.

PLEASE NOTE: Refunds are ONLY available within the FIRST 48 hours (2 Business Days) after receiving your SIGNED contracts and deposit payment. It does not mean you can request a refund after working on your project for 10 days or 20 days if work didn't start within the first 48 hours; however, your right to cancel remains.

If you have received your work/project for review and asked for a refund of your deposit, you will not be issued a refund but your right to cancel remained. If you are on one of our payment facilities and showed you the work/product for review and requested a refund. No refund back—however, your right to cancel remained. **NO EXCEPTIONS.** This policy pertains to **PER PROJECT AGREEMENTS** only - not RETAINER clients.

PLEASE NOTE: Contract retainer fees are non-refundable. We only work on RETAINER or PREPAID Deposit - NO EXCEPTIONS.

We only sign with business owners who are serious about working with us - if you are unsure, don't sign our contracts. We do not work with everyone and have the right to refuse service at our

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discretion. We also reserve the right to terminate any customer account; contract at any time in respect to the Laws of England & Wales.

CANCELLATION

You can cancel any order before any work commencing within the 14-days of the order accepted and work has not begun, you do not need to give us any reason.

1. If labour has started, on your project, and you wish to cancel whether verbally or in writing after the 14 days; a cancellation fee will apply equivalent to 50% of the order's total price or full payment due.
2. If work started on your project, the deposit paid and you have requested to cancel after the 14 days no refund given, and the remaining payment or the full payment of order due.
3. If the work has not begun, and we demanded the deposit, and not paid on the due date despite reminding you of your order, to return our documents and your legal right to cancel expired. We will consider that you have withdrawn your order and a cancellation fee equivalent to 50% of the order price applies.
4. If the work is completed, approved by you, delivered to you and you cancel, the order's full price will be due. The 14 days cancellation right after delivery does not apply as we provide services, and this applied to all works projects and services supplied by Girlfridayz.

LATE PAYMENT

In case of late payment and outstanding balance on the account, we will remind you of the overdue balance and offer you up to 60 days to repay the balance in full. We can also provide a repayment plan contract payable at frequency agree by both parties. However, the amount calculated on the debt amount, and no late fee will be added. We also offer a flexible repayment plan meaning if you want to have a reduced payment one month, we can do that but bear in mind that the deducted amount will be added to the next month's payment or spread equally with the rest of your payment. If you breach your repayment plan contract without our consent you will be liable to pay the remaining balance in full, no other repayment plan contract offered to you, and a late fee will be added to your balance at 8% as per our legal right.

When a payment becomes late after all attempt to recover our fund, we will claim statutory interest and debt recovery cost. We will charge 8% plus the Bank of England base rate 0.75% daily fee **as an example:** if you owe us £1000 ($1000 \times 0.86 = £86$) then ($£86/365\text{days} = 0.24\text{p}$), hence the daily added interest will 0.24p if you did not settle the debt in full by 50 days will charge a daily interest fee of £12 per day (0.24×50). The late payment fee applied every month, therefore, £7.20 per month. Henceforward, if you still owe the debt after 50 days and no attempt to repay, we will add another

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fee on top of the debt amount with added interest according to the UK government guideline, i.e., up to 999.99 £40 more, 1000 to 9,999.99 £70 more and £10 000 or more £100 more.

Downloads

Girlfridayz supplies you with an instant download for our marketing short courses and e-books. You will need to confirm that you are aware that you will legally lose your 14 days right to cancel. You will need to agree to an instant download before you starting downloading any contents. Hence, before pressing the button “buy now” on our website, you will need to tick, I agree with our online store's Terms and condition.

Display Ads

Once Girlfridayz has placed your ads on our site or blog, you no longer have the right to cancel. You can inform us to take it down, but no refund will be given to you. However, you can cancel within 14 days before placing any ads on our site for you or after signing and dated our working agreement, and service agreement has no deposit is requested. However, full payment is to be paid before us placing any ads on our site.

Please view and familiarize yourself with our cancel policy, that you can download from our website, Girlfridayz – customer service page.

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