



Updates to the Administration system



Introduction to the new Terms of Sale replacing the (Rental Agreement)

- 1) Initial Terms - website type, setup fee, monthly fees and term.
- 2) Supplementary Terms - when monthly fees increased eg purchase of additional domain names.
- 3) Bespoke Terms - when extra one off fees charged.

Customers will be required to agree to these Terms of Sale every time they make either an initial payment, a one off payment, or add a feature that will increase their subscription.

Copies of agreed Terms of Sale will be saved as PDF files and available for download.



I agree

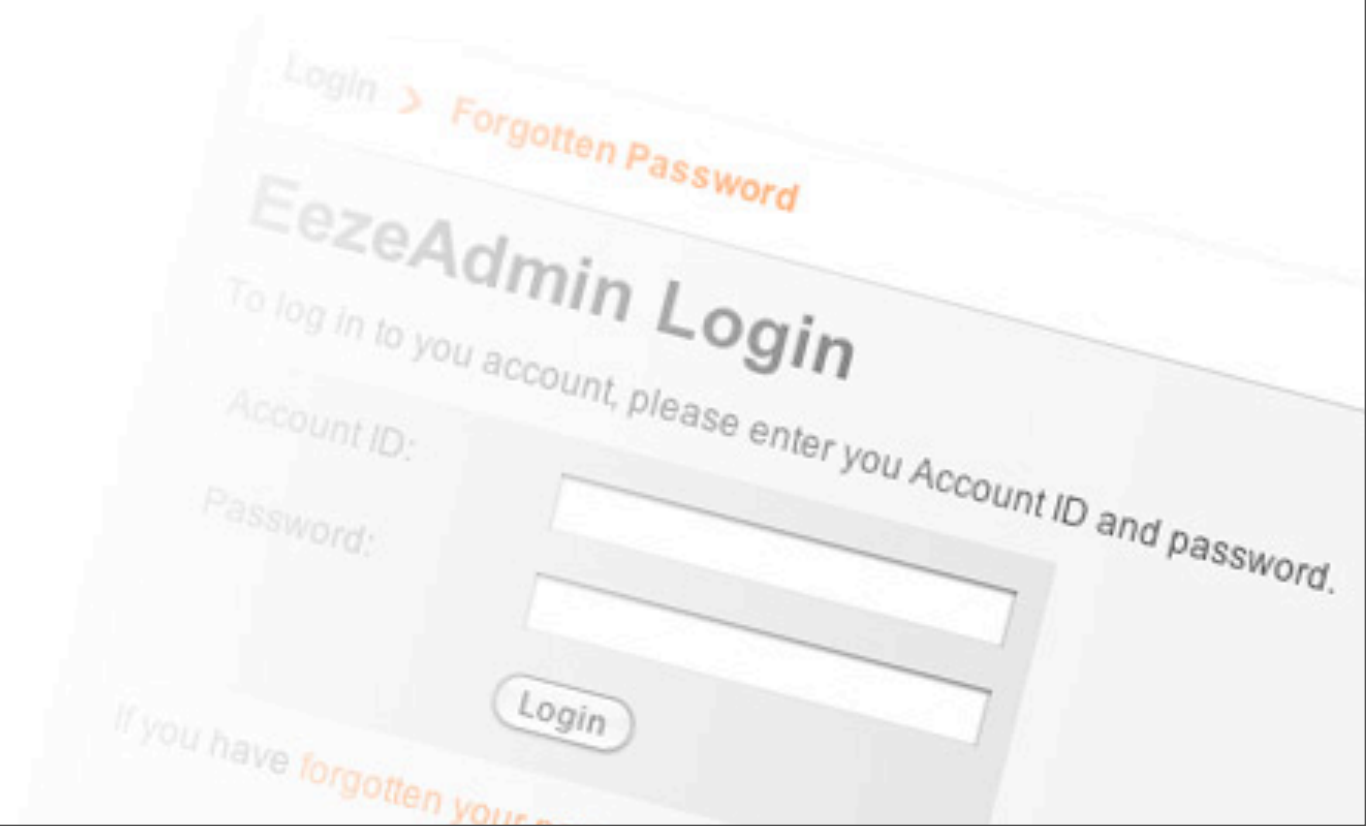
The account creation process

Log in the client for all screens relating to Terms of Sale, payment and DD set up - (one continuous process).

Content cannot be uploaded without DD/Subscription in place.

If the client is not with you, email the links (as before).

IP addresses will be traceable for proof of agreement.



New payment method

Non standard payments may now be entered on the Admin system (Cheque /BAC's)

Enter client and website type on the admin system

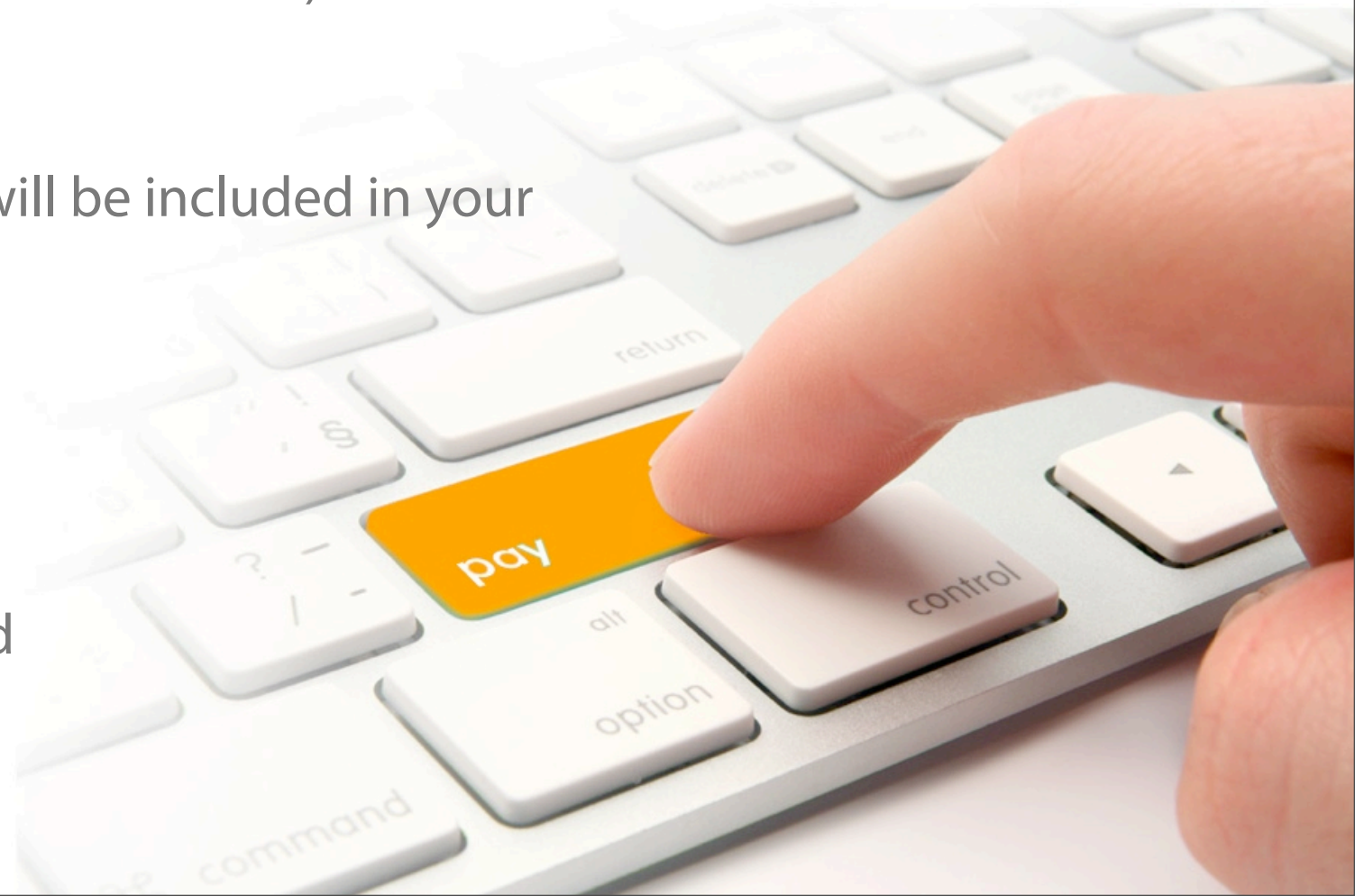
Contact Finance to enable non standard payment BEFORE reaching the "Pay Now" button.

Content may be entered for non standard payments when a subscription is set up (6 or 12 months in advance) but not submitted until marked as paid.

Commission for these transactions will be included in your monthly income report.

No further manual commission invoices will be required.

New style branded emails generated by the admin system.



Planned features to follow -

- Advance Invoices
- Separate self-billing invoices for Franchisee commission from the customer.
- Revamp of the Feature Selection and Payment Flow
- Revamp of the content submission
- Revamp of the domain selection system
- Revamp of the quotation system

