



## ***Custom Internet Limited***

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[www.custom-internet.co.uk](http://www.custom-internet.co.uk)

email :

[enquiries@custom-internet.co.uk](mailto:enquiries@custom-internet.co.uk)

## **Order Form for 'Starter' Web Page**

**Please read the information document before completing this form.**

To order your starter web page, please complete this form and check that you have the material prepared and in the required format. There are notes to help you, but if you need further advice, please call us on 01425 655210.

If you are a Limited Company, please ensure that you supply the address of the registered office of the company, and also the trading address (if different).

Your Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

*This email address **is required**, and will be used to contact you regarding updates and other matters relating to the site. It will also be used for the generic 'postmaster' address.*

Your position \_\_\_\_\_  
*e.g. Director, Marketing Manager etc.*

**Your Business Details**

Business Name \_\_\_\_\_

Trading Name \_\_\_\_\_  
*(if different)*

Company registration number \_\_\_\_\_  
*(if applicable - this **must** be published on the site)*

VAT number \_\_\_\_\_  
*(if applicable – this **must** be published on the site if you are VAT registered.)*

**Your preferred domain name**

*This will be registered in the name of the business.*

\_\_\_\_\_

Please tick extension required \_\_\_\_\_ .co.uk \_\_\_\_\_ .com (£12 extra)

The extra cost for BOTH domain extensions is £26. If you choose this option, one domain will be set as your primary domain. This should be the one you use on literature etc.. The other domain will be set up to point to the primary one.

Primary domain *(please tick **one**)* \_\_\_\_\_ .co.uk \_\_\_\_\_ .com

Please call if you require additional domain names.

*If your chosen name is unavailable, we will contact you to discuss an alternative.*

**Email**

Your hosting account includes either conventional POP3 mailboxes or email redirection so that email sent to your domain will be delivered correctly.

Please note that we do not recommend redirecting email to an ‘AOL’ or ‘Hotmail’ address.

If you want to set up additional addresses e.g. for ‘sales’ or ‘enquiries’ or specific individuals, please specify them below. Any email not addressed to a known address will be rejected.

*This address ....*

*will be redirected to ....*

webmaster

support@custom-internet.co.uk

Additional email addresses

Redirected to:  
*(leave blank if you want a POP3 mailbox)*

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### **Your Page Content**

Please choose the font and background colour for your page from the following options.  
To see the various choices, go to [www.custom-internet.co.uk/samples.htm](http://www.custom-internet.co.uk/samples.htm)

**Font :** Times Roman      Arial      Comic Sans      Georgia

**Colour :**

White	Ivory	Steel	Green
Beige	Yellow	Violet	Aqua

*These colours may not look the same on printed pages and screen – to see how they look on screen, go to the above address!*

In addition to these colours, a selection of textured backgrounds are available – these are shown on the sample page.

Your selection :

Font \_\_\_\_\_ Colour \_\_\_\_\_ Texture \_\_\_\_\_

If you choose a colour AND a texture, we will adjust the texture colour to suit.

### **Graphical Elements**

Please supply a copy of your business logo. A digital image in .gif .jpg, or .wmf format is preferred. Alternatively, please send a good clean paper copy.

Please supply a colour photograph of your product or business premises. This can either be a colour print, or preferably a digital picture (.jpg format).

Please note that if your photograph shows people, you **must** have their permission. We will assume that any such permissions have been given.

### **Textual Material**

Please supply a brief description of your business. Be sure to include details of your products services, location and any other information you consider relevant or of use to a customer.

Contact information will need to include your full postal address and telephone number as a minimum. If this is not included in your text, we will use the details given above.

If you include people's names and / or contact details, be sure that you have their permission. As a guide, do not exceed 2 pages of A4. If you need more than this, please call us to discuss your requirements before ordering.

Textual material should be in soft copy format (Microsoft Word preferred – please contact us if you have anything else).

### **Return of photographs / disks etc.**

Please note that we can only return your photographs, disks etc. if you supply a stamped addressed envelope with the order. Please ensure that this is stamped with the correct postage. For your security, make sure you retain a copy of everything you send to us.

If you prefer, you can send your photographs, text etc. by email. However, please do not do this until your order has been accepted.

### **Payment**

The cost of your 'Starter Page' is **£313** (or **£325** for .com names, **£339** if both domain extensions are required). This includes setting up the page, domain registration, hosting and 1 year maintenance.

Addition of the 'OnLine Support' package costs **£46**.

*Prices valid till 31<sup>st</sup> December 2009.*

**We require payment with order.** Please make your cheque payable to 'Custom Internet Limited'. Once the order is accepted, we will issue an invoice for your records.

**To Place Your Order .....**

1. Check that you have filled in all of the above form.
2. Check that you have assembled all the required material.

*(tick)*

Logo \_\_\_\_\_

Photograph \_\_\_\_\_

Business description / information \_\_\_\_\_

The above materials are enclosed / will be sent by email.  
*(Delete as appropriate)*

3. S.A.E. for return of material (if required) \_\_\_\_\_
4. Sign and date the form below.
5. Please enclose your cheque payable to 'Custom Internet Limited'

Including .co.uk domain only	(£313)	_____
Including .com domain only	(£325)	_____
Including .co.uk AND .com domains	(£339)	_____

'OnLine Support' package	(£46)	_____
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Total Payable	_____
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*We also accept payment by bank transfer or PayPal. Please let us know if you would like to do this and we will send you the relevant details.*

6. Send the completed form, your payment and all the material to us at the above address. If you are sending material by email, please wait until your order has been accepted.

All orders are subject to our standard terms and conditions of business as published on our web site.

Signed

Date

\_\_\_\_\_

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