



### ■ Website Design Rates

By effectively communicating your uniqueness through a professional web design, you are able to make prospective clients see how they will benefit from using your products or services. Two Point Design Inc. offers you a custom-designed site services that meets your specifications.

<b>Website Conceptual Designs</b>	<i>Email for quotation</i>	Your initial in-depth site need analysis, planning and organization of the site structure, 2 newly designed layout development, implementation of proposed site structure and website architecture with color scheme proposals.
<b>Site Building</b>	<i>Email for quotation</i>	Site development of 1 approved design proposal, site building and uploading of pages to the web server.
<b>Multiple Pages</b>	<i>Email for quotation</i>	Subpage layout adapting from approved design proposal, site building and uploading of pages to the web server.

### ■ Website Design Package

Two Point Design further offers website design packages for your various web needs. We offer professionally designed, inexpensive business web sites including web hosting assistance, web site promotion, web site maintenance and domain name registration assistance.

<b>Starter Site</b>	<i>Email for quotation</i> Website with up to <b>5 pages</b> (initial 2 concepts for selection, 3 draft changes), site building & development of 1 approved design proposal, <b>1 basic PHP form, uploading of contents</b> to web server, basic submission to all major <b>Search Engines</b> , and basic <b>Google Analytics</b> setup & implementation.
<b>Site Building</b>	<i>Email for quotation</i> Website with up to <b>10 pages</b> (initial 2 concepts for selection, 3 draft changes), site building & development of 1 approved design proposal, up to <b>2 basic PHP forms, uploading of contents</b> to web server, basic submission to all major <b>Search Engines</b> , basic <b>Google Analytics</b> setup & implementation, <b>1 month 8 hr web maintenance</b> .
<b>Corporate Site</b>	<i>Email for quotation</i> Website with up to <b>20 pages</b> (initial 2 concepts for selection, 3 draft changes), site building & development of 1 approved design proposal, up to <b>3 basic PHP forms, 1 jQuery Carousel, 1 CMS implementation, uploading of contents</b> to web server, basic submission to all major <b>Search Engines</b> , basic <b>Google Analytics</b> setup & implementation, <b>2 months 12 hr web maintenance</b> .



## ■ Website Maintenance Rates

Two Point Design offers an array of maintenance packages that are both affordable and flexible. Our maintenance contracts offer you access to update the text and graphics throughout your web site, within a reasonable amount of time. This can help to keep your web site fresh and will also help to provide any repeat traffic new and current information.

<b>Regular Plan</b>	<b>Regular hourly rate of S\$90.00</b> will be invoiced to you each month for the actual time required for work done for all minor changes & additions. Two Point Design will notify you if a project proposal and price will be required for any work submitted.
<b>Basic Plan</b>	<b>S\$430.00 per month</b> per month for up to <b>5 hours of updates</b> (changes and additions within website template) per month. Any time over 5 hours would be billed at the regular rate. Any time not used in any given month can be carried over to the next month, with the carried forward hours valid only for the following 1 month. Basic Plan requires a minimum 3-month commitment. Any re-design work (major changes or additions) will require a project proposal and price.
<b>Advanced Plan</b>	<b>S\$840.00 per month</b> for up to <b>12 hours of updates</b> (changes and additions within website template) per month. Any time over 12 hours would be billed at the regular rate. Any time not used in any given month can be carried over to the next month, with the carried forward hours valid only for the following 1 month. Advanced Plan requires a minimum 6-month commitment. Any re-design work (major changes or additions) will require a project proposal and price.

## ■ Website Hosting Rates

Your website will be hosted in an affiliated highly technological data-centre. Windows 2003 or Redhat Linux Servers. 400 MB Bandwidth backbone. Full CGI, ASP, PERL, ODBC connectivity support. Support CGI programs developed in any programming language such as Visual Basic or Delphi. ODBC Database support, use any ODBC compliant database such as Microsoft Access or Microsoft Excel. Apache web-server. Full telnet access. Support for Perl, PHP and Python scripting. MySQL Databases. Upto 500 MB Web space for your domain name. Your domain name registered. Create unlimited POP3 e-mail accounts and auto responders. Unlimited e-mail forwarding. Telephone and e-mail support.

<b>Domain Name Registration</b>	<b>S\$40 for 1 year</b> <b>S\$60 for 2 years</b>	Domain name registration at <a href="http://www.yourname.com">www.yourname.com</a> .net / .org / .biz / .info / .us
<b>Starter Plan</b>	<b>S\$90 for 1 year</b> (Win) <b>S\$120 for 1 year</b> (Linux)	10 email accounts (20 MB each), 100 MB Disk Space, CGI-BIN, Perl, PHP support, Unlimited FTP / Data Transfer, Unlimited Email forwarding. Additional \$10 to include Domain Registration. Optional \$30 for Control Panel.
<b>Standard Plan</b>	<b>S\$150 for 1 year</b> (Win) <b>S\$180 for 1 year</b> (Linux)	20 email accounts (20 MB each), 200 MB Disk Space, CGI-BIN, Perl, PHP support, Unlimited FTP / Data Transfer, Unlimited Email forwarding. ASP / ODBC. Additional \$10 Domain Registration. Optional \$30 for Control Panel.
<b>Business Plan</b>	<b>S\$720 for 1 year</b> (Win) <b>S\$240 for 1 year</b> (Linux)	30 email accounts (20 MB each), 300 MB Disk Space, CGI-BIN, Perl, PHP support, Unlimited FTP / Data Transfer, ODBC Database connectivity, Unlimited Email forwarding, DSN MS Access & Excel database support. Additional \$10 Domain Registration. Optional \$30 for Control Panel.
<b>Corporate Plan</b>	<b>S\$270 for 1 year</b> (Win) <b>S\$300 for 1 year</b> (Linux)	40 email accounts (20 MB each), 400 MB Disk Space, CGI-BIN, Perl, PHP support, Unlimited FTP / Data Transfer, Unlimited Email forwarding. ASP / ODBC. 2 sub-domain (eg. <a href="http://webhosting.twopointdesign.com">webhosting.twopointdesign.com</a> ). Additional \$10 Domain Registration. Free Control Panel.





## Two Point Design Policies

### Consultation and Estimate

We do not bill potential clients for initial consultation meetings, emails or phone calls in which we discuss your requirements of our design services. We are also happy to provide a free estimate. Planning meetings will be billed subsequently for construction of project management, including content and design developments.

### Design Fees

We can bill on either an hourly or on a project-fee basis, depending on the project requirements and the client's preferences. With hourly fees there is no need to precisely define the project before beginning, which allows for more creativity and flexibility in the course of the project. When working hourly, we bill fairly, and we will not bill for our mistakes.

### Deposits

For work contracted on a project fee basis, we require a percentage of the amount as a deposit before we can begin work. This percentage ranges from 30% – 50% depending on the overall cost of your project. For work contracted on an hourly fee basis, we require an advance equal to the pay for 5 hours of work.

### Payment

Payment by cheque is preferred. Overdue payments are subject to interest charges of 5.0 percent and processing fee of S\$25.00 monthly. Returned cheques are subject to a processing fee of S\$25.00, as well as an overdue payment charge, if applicable. Clients are responsible for paying sales tax, if required.

### Client Load

We limit the number of clients that we have at one time so that we can provide each client with an individualized, high level of service. This also enables us to complete projects with a good turn-around time. Upon reaching the client limit, we maintain a waiting list. The wait is typically not long since we do have quick turn-around times for projects, and we can provide estimates of the length of the wait.

### Estimate Adjustments

While we try to provide an accurate estimate for the project prior to beginning, estimated amounts can fluctuate due to unforeseen circumstances. For example, extensive revisions at the request of the client or changes to the content or copy may increase the total time spent on the project, and therefore the cost. We always aim to keep the project within the constraints of the estimated time and cost. Since we do not want to surprise clients when the invoice is rendered, we always inform them beforehand if we feel we are approaching the total estimated time or cost. At that point, based on the client's approval we will adjust the time estimate and continue with the project.

### Revisions

While the number of revisions varies from project to project, we always go through a series of drafts to allow clients to make desired changes and to achieve an end product that they are satisfied with. A first-draft deadline is determined at the initial contract signing. We email drafts as PDF, GIF or JPEG files, or post them on our website, unless the Client requests drafts to be delivered in some other manner.

### Printing

We do not have the capability to print the final designed product, but we can provide printer recommendations or print brokering services. In this capacity, we gather print estimates and help clients to make the final decision of which printer to use, and we also oversee the printing of the final materials by reviewing proofs and attending press checks, if required by the project. Printer liaising is handled by Two Point Design at a markup charge of 15.0 percent of the print quotation sourced by Two Point Design for supervisory and handling time.

### Non-disclosure

We acknowledge and agree that the source materials, technical and marketing plans, or other sensitive business materials, including all materials containing said information, which are supplied by clients to us or developed in the course of developing the designs, are considered confidential information.

