



TERMS

Valid From:

1st Feb/2024

1: Introduction

Developer: Amina Kombo and any other team member involved in service delivery.

Client: The person or entity seeking services from the Developer.

1.1: *Note:

- The Terms of Service in this document are subject to change per project at the discretion of the Developer.
- All main versions of this document are available on the Developer's website. A link to the archive can be found/scanned at the end of this file.
- Clients are bound by the version of the Terms of Service document they received by email when their project began.

2: Working Hours

Unless otherwise agreed, the Developer works from Mondays to Fridays. Clients in time zones other than UTC+3 (Africa/Nairobi) may operate within their local time zones without adjusting requests to the Developer's time.

Website and software updates go live between 2200HRS and 2359HRS Nairobi time.

Bug fixes and repairs go live as soon as possible, at any time of day on any day of the week including Saturdays and Sundays.

The Developer shall notify the Client if they are to take any time off that may impact project delivery.

3: Currency and Payments

3.1: Exchange Rate

CURRENCY	PRICE IN KES
USD	160
GBP	205
EUR	175
BTC	7,647,015

* Please note some services can only be paid in USD.

3.2: How to Pay

Account details and instructions will be supplied in each invoice. Payments may be made via:

- M-PESA (Pochi La Biashara),
- Binance,
- Bank Transfer,
- Wise (formerly Transferwise) or
- Cash.

3.3: Deposit

A deposit of 50% of the full amount must be paid before work begins. The rest must be paid on completion.

Domains, Hosting and Email Hosting are paid in full up front and non-refundable.

3.4: Refunds

In the event a project cannot be completed, the developer shall issue a refund of 50% of the deposit. The repayment plan is to be agreed by both parties if one is required.

3.5: Late Fee

In the event an invoice payment is overdue, a late fee of 5% of the total invoice amount will be charged every 30 calendar days from the invoice due date.

A project with an unpaid late fee will not be considered complete.

4: Project Completion

4.1: Design Work Completion

Logo, Business Card and Stationery projects are considered complete when the Client agrees on a final concept.

After the final payment, the client will receive a link to a Google Drive (or any other service) folder with all associated materials.

4.2: Website/Software Development

A website or software development project is considered complete when a demo is running to the Client's satisfaction.

After the final payment, the Developer will send all relevant passwords and ownership materials to the Client.

5: Privacy and Access

5.1: Access to Payment Documents

The Developer must grant the Client access to every payment document (invoice, receipt, etc) involved in the project upon its completion and even after cancellation.

5.2: Sensitive Information

The Developer will protect all sensitive information about their Client, including contact information and physical addresses, except when required by a Court of Law or an investigation initiated by order of the same.

6: Usage

The Developer reserves the right to include any project in their portfolio, including social media and professional presentations.

This right is subject to the terms of a Non-Disclosure Agreement (NDA), if any, whose terms shall be determined by that particular document.



www.aminakombo.work/terms