



Terms

Valid from **September 1st 2023**

*Subject to change per project and at the discretion of the developer (Amina Kombo and any other team member involved in service delivery).

1. Payments may be done via M-PESA, Wise (formerly TransferWise) or in cash. The default exchange rate is 145 Kenya Shillings (KES) for 1 US Dollar (USD).
2. A deposit of 50% of the full amount must be paid before work begins. The rest must be paid on completion.
3. Logo, Business Card and Stationery Completion: when a final concept has been agreed upon. After final payment, the client will receive a link to a Google Drive (or any other service) folder with all associated materials.
4. Website Development Completion: when a website demo is running to the client's satisfaction. After final payment, the developer will send all relevant passwords and ownership materials to the client.
5. Domains, Hosting and Email Hosting are paid in full up front and non-refundable.
6. The client must be granted access to every payment document (invoice, receipt, etc) involved in the project upon its completion and even after cancellation. It is the responsibility of the developer to establish and maintain that access.
7. 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.
8. The developer reserves the right to include any project in their portfolio, including social media and professional presentations.
9. The developer has the responsibility to protect all sensitive information about their client, including their contact information and physical addresses, except when required by a court of law or an investigation initiated by an order of the same.