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 Woodbridge, ON. L4H 3H9, Canada  
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CP Agent Name \_\_\_\_\_

# WEBSITE DEVELOPMENT ORDER FORM

## CLIENT INFO:

Company Name \_\_\_\_\_ Date \_\_\_\_\_  
 Company Email \_\_\_\_\_ Company # \_\_\_\_\_  
 Contact Name F \_\_\_\_\_ L \_\_\_\_\_ Contact # \_\_\_\_\_  
 Contact Email \_\_\_\_\_ FAX # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Website \_\_\_\_\_ Facebook \_\_\_\_\_ Twitter \_\_\_\_\_  
 LinkedIn \_\_\_\_\_ Google+ \_\_\_\_\_ Instagram \_\_\_\_\_  
 Other Websites \_\_\_\_\_

## ORDER DETAILS:

Please check ONLY if website quote with order details is attached and/or was emailed to you.

Brief Summary:

Due Date \_\_\_\_\_

## POLICIES:

- All orders including design can have 3 unpaid revisions. Further revisions will require additional payment.
- For every week (7 days) that your requests for revisions aren't sent, a free revision will be lost.
- Content request are expected to be delivered ASAP. Due Date may change based on additional days content is not received.
- If content request is not followed up on passed a month (30 days), place holder data will be put on your website and full payment will be expected.

## PAYMENT TERMS:

Payment Method \_\_\_\_\_ **All Orders must be paid in full before 'Change Promotions Inc,' delivers your order.**  
**All deposits are non-refundable.**  
 Subtotal \_\_\_\_\_  
 HST \_\_\_\_\_ CC \_\_\_\_\_ / \_\_\_\_\_ CC Type \_\_\_\_\_  
number exp. code  
 Total \_\_\_\_\_ Deposit \_\_\_\_\_ Balance \_\_\_\_\_

## NOTES/SPECIAL DETAILS:

## APPROVAL:

I \_\_\_\_\_ please print name \_\_\_\_\_ agree to the above details and give 'Change Promotions Inc.' approval to print this job. I also understand that if I don't follow the terms of this agreement that 'Change Promotions Inc.' will not release my job.

Check box to agree  OR \_\_\_\_\_ signature \_\_\_\_\_