Duda Website Builders Agreement

Website design has no worldwide standards. Anyone can become a website designer. No formal qualifications are required. This is good and bad. Website design presents many opportunities. However, with no agreed international standards there can be many disagreements.

We have created this set of standards in an agreement to ensure managers, staff, and contractors (you) are operating with the same expectations as our company (me).

We expect all website designers (you) to operate according to these standards. We request that you consider this before accepting a contract.

We accept that there are other projects that do not have high standards. This is <u>not</u> our business. We expect high standards from all our people.

After reading this document, let us know if you do not have the required skills or cannot fulfil the expectations stated in this agreement.

We can change for working conditions, different time zones, and payment terms. We will never compromise our standards.

Do not accept the contract if you are not prepared to uphold this agreement.

Agreement

The following outline for building Duda websites for our company are required and 100% part of the brief/scope of work. When you accept a contract from our company, you must fulfill all these requirements. See also Style Guide later in this document.

Duda or Duda Flex

You must use the layout features provided by Duda or Duda Flex website builder and not use CSS code to bypass the Duda builders. Using Duda or Duda Flex builders maintain similar behavior on mobile devices.

Platform and Ownership

All Duda website are built using our platform. Once the website has been delivered, and accepted as complete, the website and ownership of copyright of all works will be transferred from the designer (you) to Rosenberg Martin Pty Ltd.

No-Code

You may <u>not</u> use custom PHP or custom JavaScript code. We do not allow any custom PHP and JavaScript code to be created for our websites. We are happy to consider adding a professional plugin from the Duda plugin marketplace. Discuss this with us before using a plugin that will attract additional cost.

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Warning: If we discover PHP and JavaScript injected into the code, we will report you without notice. The project will be terminated. You will be reported to the authorities.

Low Code

Only use custom CSS code when the design cannot be delivered using the Duda or Duda Flex builders. Do not use CSS for settings controlled by the Duda platform.

With permission or when requested, you may use CSS code for specific purposes that cannot be fulfilled by Duda. CSS must include extra code to ensure the website works with all typical mobile devices and formats.

CSS code must be organized using headings and groups for easy future editing by our team. At a minimum, divide the code into groups: header, navigation, body, footer, and copyright.

Responsive and Adaptive

Website must be responsive and designed to look good on the latest Apple, Android smart phones and tablets. The website layout must rearrange the components and text for best viewing.

To test other devices, we recommend using Cross Browser testing (or similar software) before delivering the final design. https://crossbrowsertesting.com/

Talent Experience

This job is only open to talent that has been certified by Duda. Talent must be able to show at least 3 quality website they built using Duda. Minimum of 90% success rate. We give preference to Duda Flex.

Talent must be experienced in the Adobe Creative Suite.

Fees

This is a fixed fee project - not hours. Quote enough time to complete the work to a very high standard. Allow time for meetings. Allow time to check your work.

We accept extra work not included in the parameters of the brief will be charged at an additional hourly rate. Please state this hourly rate in the quote.

Payment

We will be bound by the payment terms on the platform (for example, Freelancer, Fiverr, or Upwork). Otherwise, we will pay in accordance with the following guidelines:

If we are working directly on larger projects (>$2000) we will pay 25% upfront, 25% half-way through the work, 25% after delivery onto out hosting servers and 25% after all bug fixes and the site is live.

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If we are working on small projects (<$2000) we will pay 30% upfront, and 70% after all bug fixes and the site is live.

Contractors must complete a timesheet when billing hourly. Fixed price project billing does not require timesheets. The timesheets must state the date, time, job title, and detailed description of the work. Timesheets must be supplied with the corresponding invoice before payment.

Invoices must be issued by contractors before payment. Invoices and quotations must contain your business and banking details. Include business, government and tax registration numbers, business name, registered business address, phone, and email.

Cancellation

When you cancel a contract, you will not be paid, and you will be expected to refund any deposit we paid. When we cancel a contract, you will be paid for the percentage of work you have completed (no more than 30%) and you will be expected to refund any over payment paid by us in advance of work.

Deadlines

We expect you to deliver high quality work and, on the date, and time you promised. We will ask you to set your deadlines. We expect you to deliver each part when you promised. Deadlines are part of the payment contract.

Business Hours

We are in Australia and work business hours 8am-6pm AEDT/AEST. We understand that you will not always be working during these times. We do expect you to arrange to meet during these times.

Our time zone may be different from yours. We may message at unusual hours. Only respond during your normal business hours. We do not expect emergency contact.

Meetings & Messaging

You are required to meet by teleconference (WebEx) during our business hours. Each meeting will be for 30-60 mins. Small projects 1-2 meetings. Large projects will require 2 meetings per week.

We will send you an invitation to join WebEx. Please accept this invitation and create a password and free account. We will chat/message about the work via WebEx.

Download and use the WebEx software. Do not use the browser version. The browser version is too slow. https://www.webex.com/downloads.html

Enable your camera. We expect to see you (and your team) during all meetings.

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Prepare your work environment and presentations before meetings. Arrange with your family to ensure you can have the meeting in private with no disruptions. You will be automatically muted. Unmute yourself to speak.

Meetings are important. Let us know before the meeting when you are not prepared and ready for any meeting. We will reschedule the meeting for a better time.

Drafts & Feedback

We encourage you to present draft work when you need to ask for specific feedback. Draft work may include a photograph, logo, graphic, or webpage layout. Draft presentations must have a specific question.

We will only provide comprehensive feedback when you have completed over 70% of the project (or 70% of the phase for larger projects) and you have completed everything according to the brief (and supporting examples and documents).

We will not provide comprehensive feedback when:
- You have completed less that 70% of the work/phase
- You have made careless mistakes inconsistent with the brief.
- There are an unreasonable and unfair number of mistakes**

When you have not completed enough of the project, do not ask for specific feedback and have not followed the brief; we will return the draft and ask you to refer to the brief documents and examples. We may also ask you to consider your skills and adherence to this agreement.

We will take 2-4 business days to prepare feedback for smaller projects. Larger projects may take 7-21 days. We may need to contact our client for feedback. You are expected to keep the job open during this time.

Feedback includes corrections and changes:

Corrections - mistakes that are inconsistent with the brief documents
Changes – reasonable*** creative changes not included in the initial documents

We will provide feedback via Figma, Word documents and WebEx meetings. Feedback may be written or verbal. You are expected to note all feedback.

Changes that are unreasonably demanding, and also not included in the original scope of work and also above the skills expected of a professional, can be billed.

Contractors are expected to send a quote within 24 hours of receiving feedback for changes that will incur additional charges. Contractors must not begin work on these changes until the estimate is approved by email.

**Smaller project 10 mistakes, larger project 20 mistakes.
*** Website design combines technical and creative processes. Creative processes cannot be limited to the brief documents. We expect your creative input in the interpretation of the brief documents. When this doesn't happen, we may require additional creative adjustments that are not stated in the document. This is expected to be covered by the original quote.

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Software

You are required to own, use and be highly proficient in the latest version of the following software applications and languages:

- Google Chrome
- Adobe Photoshop or Affinity Designer
- Adobe Illustrator or Affinity Photo
- HTML (language)
- CSS (language)

You will be expected to use the following software:

- Adobe PDF (or similar)
- Microsoft Word
- Microsoft Excel
- WebEx
- LucidChart
- SharePoint
- Calendly
- Figma

We will provide you access to our SharePoint cloud file storage. We will update and provide new information via SharePoint. Check for updates regularly.

Equipment

You are required to work on your own computer and monitor. You need to design for 1920x1080 monitors. Your monitor needs to be 1920x1080 resolution or higher.

We suggest using a pair of earphones or headset for all meetings and calls. Avoid using computer speakers and microphone unless (a) you have tested this for clarity and (b) you are in a quiet and private location.

Email

Recommendation: We prefer you use Business grade email. This is private and confidential. https://www.fastmail.com/

Gmail, Yahoo, Outlook and similar free email services scan and read all messages. https://proprivacy.com/email/blog/least-secure-email-providers

Internet

Your internet needs to be reliable home/business broadband 50Mbit download and 20Mbit upload or faster. Mobile (3G/4G/LTE) internet is not acceptable. Modern internet platform like Duda may corrupt if you save code that fails due to slow internet. Also, video conferencing system requires fast internet for sound, video, chat, and uploads.

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Confidentiality

All our work is confidential.

You must do your best to ensure that you keep the work private. People must <u>not</u> observe the work unless they are part of your close team. Our work must <u>not</u> be visible to the public (no family) while you are working.

After the work is live or published, let us know if you would like to use the work in your portfolio. We will add a credit for you into the code of the website.

You may not add pictures or weblinks of our work to your portfolio. You may include a link to the work when sent by direct message.

Images and graphics

Only use images, artwork, and graphics that (a) we supply or (b) directly from our account or an approved stock library. Do not use images or artwork found on the public internet (for example, do <u>not</u> use Google images.)

We will supply the original iStock photographs at very high resolution. Higher that required for websites. We expect you to open these files in Adobe Photoshop, crop and save these for use on the website.

You must crop images to suit the correct ratio, size, and resolution. Make sure you focus cropping on the best features (the subject) of each photograph. Save all images as JPG files using 60% quality (not PNG).

All logos, icons, and graphics with flat colours and no shading must be saved as PNG files. Shaded logos, icons and graphics are to be saved 100% quality JPG files.

Logos

We will often supply logos as Adobe Illustrator or EPS files. We expect you to open the logos in Adobe Illustrator and/or Adobe Photoshop and save these for use on the website.

Never change the colours or ratios of the logo design. You are expected change the size, scale, background, and resolution. You may transform the logo to all-white or all-black if needed (in accordance with the Style Guide).

All logos, icons, and graphics with flat colours and no shading must be saved as PNG or SPG files. Shaded logos, icons and graphics are to be saved 100% quality JPG files.

Style Guides

We may supply a Style Guide (sometimes called Brand Guide) with the logo. As a qualified designer you are expected to be familiar and understand how to use Style Guides. When received you must follow these guidelines for using the logo, brand, font

and colours. Style Guides will instruct you in detail how to apply the logo in different situations. For example, on top of dark and light backgrounds.

Style Guides are 100% part of the brief/scope.

Design skills

We expect you to have sufficient "design skills" to interpret the brief and arrange the raw components to a professional standard suited to the market. Design begins with the following skills we expect you to already possess:

Creative Ideation. The ability to invent new ideas and concepts. You need to have a structured process to help focus your creative thinking. You must be familiar with research tools and methods to help you structure your creativity and evaluate and implement ideas and visual solutions.

Design Principles. You need to be proficient at the soft skills of design and possess a working understanding of design principles like balance, hierarchy, alignment, repetition, contrast and more.

Visualisation. You need to be able to visualise ideas and layouts. You must have the ability to imagine how something will look after it is moved or rearranged, without having to do the work or prepare mockups. Visualisation requires imagination and experience.

Technical Ability. To create mockups and prototypes you will need a strong focus on User Experience (UX) design that knows tools like Figma, LucidChart or InVision. When you're building a website, you will need tools like Adobe Photoshop, Adobe Illustrator, CSS and HTML. (It is also advantageous to know a little SQP and PHP.) See software section.

Visual Communication. A crucial skill in a designer's skill set is knowing how to use images, typography and other tools to make the viewer "get the message". Basically, designers need to be able to communicate through their work.

Values

We value and respect the following professional characteristics:

Responsibility, taking ownership of a project including successes and failures.
Honesty, speaking clearly. Ready to say "yes" and also "no" when needed.
Accuracy, taking time to read, address requirements, doing complete work.
Quality, always improving and ready to learn. Willing to make mistakes.
Communication. regular updates, asking questions, early notification of delays.

We will <u>not</u> tolerate these attributes:

Speeding, rushing to get something done quickly or on time.
Impressing, trying to be helpful and make a good impression.
Carelessness, unnecessary mistakes from inaccurate work and not listening.
Tardiness. delivering late and without advanced notification before deadline.
Sincerity. Sorry after missed deadlines or when making careless mistakes.

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Updates

As we experience successful and unsuccessful contracting relationships, we will amend this agreement. We require our contractors to ensure they are operating with the latest version. Please check this link regularly: https://websetgo.com.au/contractors

At any stage of the project. If you can noy fulfill all these expectations. Assess whether you need more time or information and ask for help. Otherwise, we will release you from the contract and wish you well.