

Terms & Conditions

The term "We" means Matcom, and "you" and "your" is the company or individual named in "Contact" or "Company" box in this "Web Purchase Order" form.

1 E-Mail

We provide e-mail access details for your e-mail client software if you have purchased a mailbox. We **do not** provide support for e-mail client software setup. Please see <http://www.matcom.co.uk/faq> where some common configurations are detailed. Note that no responsibility for the correct configuration is implied by the provision of the suggestions listed at our web site. We do not accept responsibility for the loss of any information held in your mailbox as a result of misconfiguration of your mail client.

2.0 Web Site Transfer

Sites built by Matcom remain the property of Matcom and are only transferable on payment of the build cost, which is based on the time to build the site. Site build cost is available only on request. Should you require a cost prior to a build this can be estimated and is available only on request. The rates used to calculate the build cost vary from time to time.

2.1 Domain Names

Domain names are subject to availability. Acceptance of an order does not guarantee availability of any requested domain name.

2.2 Domain Name Registered Elsewhere

Domains registered elsewhere are required to be transferred to Matcom.

2.3 Domain Name Transfers

Domain name transfers to or from Matcom are charged at £60.00 each.

2.4 E-mail & Domain Name Transfers

Note that we endeavour to minimise the potential for losing e-mail during the transfer. We however do not accept responsibility for any loss of e-mail or consequential losses that may occur.

3 Deposit Payment

Orders are only accepted on receipt of cleared funds.

4 Period Covered

The period covered as shown in this order form commences on receipt of your confirmed order and cleared funds.

5 Bandwidth

Web site packages include 200Mb per month data transfer. If you exceed your allocation at any time, charges as shown in our current price list for bandwidth upgrade will apply.

6 Delays

Delays in transfer or creation of new domains are outside the control of our control and we do not accept any liability for any loss in relation to any delay.

7 VAT

All goods prices exclude vat.

All terms and conditions subject to change without prior notice.

E & OE

I confirm I have read and agree to the "Terms & Conditions" shown above.

Name

Signature

Date :

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Fax to 01628 631757

Payment

We accept payments by credit/debit card & cheque.

You are added to our schedule for build once we receive your cleared payment.

Pay by Cheque...

Send your completed order (all 3 pages) and payment to:-

Matcom
140 Windsor Road
MAIDENHEAD
Berkshire
SL6 2DW

Pay by Debit and Credit Card...

Complete the order and "**Credit/Debit Card Details**" on this page and fax it to us on **01628 631757**.

Credit/Debit Card Details			
Card Number			
Card Type Visa, Master Card, Solo & Switch			
Start Date		Expiry Date	
Card Issue Number		Security Code <small>Last 3 digits on signature strip</small>	
Name on Card *1			
Company Name on Card *2			
Card statement address			Postcode
Sign HERE ®	*		

Matcom Use Only		Cheque//Debit/CreditCard/				
A/C No	Acc Name	Date of Receipt	£			
Auth Code						
Inv No	£	Description	Deposit Y/N	Posting Date	U/R	Inits

Notes

- *1 This is the name of the user as shown on the card.
- *2 If the card is a company card we also need the name of the company as shown on the card.

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