

TARA WHITIE

RATES & PAYMENT CONDITIONS

As of 1 July 2017

OVERALL

Tara Whitie can provide numerous services and prides herself in delivering quality products and services. All my services are listed on my website: www.tarawhitie.com under the EXTRA INFO » drop-down menu.

If you require services that are not listed please ask me as I am sure I will be able to help, either myself or I will link you with someone who is trusted by my business.

RATES

Initial consultation can be remote or face-to-face, this is where I gather information on the services you require; this consultation is **FREE OF CHARGE**.

When work has commenced a minimum of 1 hour will be charged and then increments of 15 minutes apply.

My invoices are in Australian Dollars and currently I am NOT registered for GST.

HOURLY RATE

My hourly rate is \$50

This rate includes all time that is taken to execute the tasks that have been approved, including meetings, telephone conversations and emails to discuss the deliverables, desirables and objectives.

This rate does NOT include my learning curves; as a professional I pride myself on being up-to-date with all the latest technologies but we all know how fast technology is moving forward, it is virtually impossible to be 100% ahead of the market.

I will spend time researching the latest technology and methods of best-practice to ensure my clients get the most current and user-friendly products and services; I DO NOT charge for this.

A timesheet is filled out for every client and is available upon request.

DISCOUNTED RATES

Tara Whitie is very community focused and offers an hourly rate of \$35 to all registered charities and schools from Lapstone to Lithgow.

CONTENT, COPY & IMAGES

Most clients will have their own content, copy & images that are supplied to me so I can use this information to layout webpages.

If you do not have any content, copy or images I am more than happy to help you source these materials which can be quite time-consuming.

Alternatively I will use dummy content blocks, like the example below, the text is Lorem Ipsum which is simply dummy text for placeholders on webpages. Lorem ipsum is used to not distract the reader from reading the content so the reader can focus on the placement of where content will display. This also applies for images.



When you supply any copy for your website, I will NOT proof read it before I copy and paste your text into its placeholder/s, unless otherwise instructed.

All edits & additions to your copy that I have contributed to will be proof read and if any errors are found within 5 days they will be amended free of charge.

PAYMENT TERMS

My invoicing cycle is weekly, it does not matter if I have only completed 1 hours' worth of tasks an invoice will be sent.

Some jobs will require a deposit before work can commence. This is quite rare and deposits will not exceed \$250. This deposit is job specific.

All invoices are to be paid by their due date. A late fee of \$50 will be added to all late invoices.

Accepted forms of payments:
Electronic funds transfer (EFT)
Direct Deposit
Cheque – made out to Tara Whitie
Cash

MY AVAILABILITY

I am available for phone calls and emails between 9am – 5pm Monday to Friday. This is also flexible according to urgency.