

WEB QUESTIONNAIRE

Web design

- 1) Do you design web sites (if NO proceed to question 7) YES NO
- 2) Do you design web sites where financial transactions can be made? (If NO proceed to question 4) YES NO
- 3) Please provide details of the 3 largest sites (in terms of client's annual turnover from the site):

Client	Web address	Annual turnover	Your fee
		£	£
		£	£
		£	£

- 4) Do you source content (eg images / music / video) from 3rd parties for the web sites you design? YES NO
- 5) When using 3rd party content do you always ensure you receive a written licence from the owner of the rights to use the content in the planned format and manner? YES NO
- 6) Do you always ensure this licence contains an enforceable indemnity in your favour? YES NO

Web hosting

- 7) Do you provide web hosting services? (If NO proceed to question 14) YES NO
- 8) Do you host sites on your own servers or a third party's? Third party Own

a) If a third party, who do you use?

Name	Address

- b) If you use a third party, do the contract terms used with client always mirror those used with the host? YES NO
- If NO, please explain in full:

- 9) Do you provide web hosting for sites where financial transactions can be made? (If NO proceed to question 11) YES NO



10) Please provide details of the 3 largest sites (in terms of client's annual turnover from the site):

Client	Web address	Annual turnover	Your fee	Hosted on own or third party servers
		£	£	
		£	£	
		£	£	

11) Please describe your policies and procedures for
 i) identifying that a complaint has been made or received about the content of any website with which you have an involvement
 ii) removing that content or preventing access by others to that site
 iii) issuing an apology where appropriate:

12) Do you provide web hosting for sites where messages can be posted by users (e.g. bulletin board, chat forum, newsgroup)? YES NO

13) Please provide details of all sites:

Client	Web address	Description of users and site content	Your fee
		£	£
		£	£
		£	£

Domain name registration

14) Do you register Domain Names? (if NO proceed to question 19) YES NO

15) How many domain names do you register per annum?

16) Do you register domain names for anyone other than clients for whom you design websites?
 If YES, please describe in full.



17) Do you retain responsibility for renewing domain names? YES NO
(If NO proceed to question 19)

18) Please give details of your procedures and diary systems in place to ensure that Domain Names are not allowed to lapse without your client's knowledge and consent:

General

19) Do you exclude liability within your standard terms and conditions for loss of turnover, sales, revenue, profits or indirect, consequential or special loss? YES NO

20) Do you obtain appropriate indemnities from your clients under your standard terms and conditions for any claims made against you arising from the content of your client's web sites? YES NO

Signature

Date

Name of firm