

Payment of Fees

Fees to The Riera Design Company are due and payable on the following schedule:

50% upon the signing of the project contract, and

50% plus any additional fees when the web pages have been constructed according to the client's original written specifications.

Please note that:

- Opening the web site to the public and advertising the pages to Web search engines occur only after the final payment is made.
- PayPal is The Riera Design Company's preferred method of payment. Checks are accepted but may slow the process, and the Client is responsible for any fees resulting from bounced checks.
- Payment of the final fees will signify completion of the project. Therefore, it is the client's responsibility to make sure any errors have been corrected before payment is made.
- If the client halts work and applies for project cancellation within 30 days of signing the contract, the client is liable to pay for any work completed which exceeds what was covered by the down payment based on the hourly rate of \$15.
- The Riera Design Company and the client must work together to complete the website in a timely manner. If the client does not supply The Riera Design Company complete text and graphics content for all web pages within six weeks of the date the contract was signed, the entire amount of the contract becomes due and payable, and additional time spent on completion of the web site will be billed at half of The Riera Design Company's hourly rate.

In order for The Riera Design Company to continue to provide its services at an affordable price, payments must be made promptly. All bills will be assessed a \$15 charge if payment is not received within 10 days of the due date. If an amount remains unpaid 30 days after its due date, an additional 5% penalty will be added for each month of delinquency. The Riera Design Company reserves the right to remove web pages from viewing on the Internet until final payment is made. In case collection proves necessary, the client agrees to pay all fees incurred by that process. Please pay on time!