Clikbuild Site Request Form

#### Terms and conditions for the Clikbuild service

Before starting, please read these terms and conditions and type ‘Yes’ below with your name in the space provided to indicate you accept them.

* The nature of the Clikbuild service is that Clikbeats build a website for you based on the text and other instructions provided in this document, along with the images you send us in the post. It will be based on one of the Clikbeats template styles which you can optionally select as instructed below.
* The service does NOT include the creation of a bespoke website design, nor any other bespoke design services such as a logo or icon.
* In completing this form you agree to pay the specified sum on completion of your Clikbeats website, as detailed in the Prices section of [www.clikbeats.com](http://www.clikbeats.com/)
* These terms and conditions are in addition to those you have already agreed to when you initially registered with Clikbeats. These can be viewed at <http://www.clikbeats.com/index.cfm?section=tandc>

I have read and accept the above terms & conditions for the Clikbuild service.

|  |  |
| --- | --- |
| Type yes to indicate acceptance: |  |
| Please type your name: |  |

# Please choose the Clikbeats template you would like

Choose from the list by logging in at [www.clikbeats.com/admin](http://www.clikbeats.com/admin) and clicking on Styles. If you leave this blank we will choose one for you.

# Please list the sections you would like on your site

These are the sections that appear in your main menu. If you are familiar with our page structures, indicate if they should be single page sections, multiple page sections, photo galleries or special sections like contact forms. See also 5 below.

## Gallery sections

For photo gallery sections, please indicate if you would like the section divided up into galleries, and if so list them.

## Sub sections

Please indicate if any sections should be divided into sub sections.

# Your images

Please save your images to disc/memory stick as jpegs – within separate folders for each of your respective galleries. If you would like a caption for your image (recommended for search engine purposes), rename the image file name with whatever caption you would like using underscores to separate words, e.g. Tower\_of\_London.jpeg.

Send the disc to Clikbuild, Clik.com Websites Ltd, 168 Arthur Road, LONDON, SW19 8AQ remembering to quote the email address you used to register.

Please indicate here if you would like us to watermark your images with “Hosted by Clikbeats”.

Finally, if you would prefer to prepare your images for web use yourself, log on to www.clikbeats.com/admin and download Cliktips Guide B1 for instructions, then save to disc and send them to us as above.

# The text for your site

Please supply the text for your sections on the blank pages below. If you would like images with your text, please indicate where and the file name of the image. If you would like to sketch the layout of the page, you can do so but please ensure it fits within the structure of the template. If you would like a Links section, please include the links here, along with the name and a brief description of each one.

# Other content

## Facebook and Twitter icons

Enter the URL (web address) of your Facebook and/or Twitter page if you would like us to create an icon on our website which links through to it:

e.g. https://www.facebook.com/royalphotographicsociety?fref=ts

## Header graphic

If you are able to prepare a header graphic/logo, please add it to the disc with your images clearly labelled header graphic. If so, the file has to be under 400kb in size, a maximum of 960 pixels wide and approximately 220 pixels in height, saved as a JPEG. Please write ‘Yes’ below if you have included a header graphic.

## Other

Other content like logo, phone number, or contact address can be placed on all pages or some pages. Please indicate the extra content you would like here (if any).