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TVA: Not applicable

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WEBSITE PROPOSAL: BeST – Beryllium Science & Technology Association

Project

New brochure-type website for BeST, an association representing the interests of Beryllium suppliers in the EU.

Design considerations

- Logo will be supplied
- Client would like one or more photos on the homepage. (Perhaps rotating/sliding gallery could be used here)?
- Some photos have been supplied
- Benchmark sites:
 - www.mmta.co.uk
 - www.icdachromium.com
 - www.manganese.org
- No other guidelines have been given

Functional considerations

- None

Other considerations

- Text will be supplied by client

Cont'd next page...

Site architecture

See also *Draft Website Structure and Content* document.

➤ HOME PAGE

- Welcome
 - What is BeST?
 - Disclaimer
- Anti Trust Compliance

➤ ABOUT US

- Mission Statement
- Organization: Directors
- Members upon request
- Contacts (proposal: info@beryllium.com; tel. n° at Ridens, who will “filter”)

➤ ABOUT BERYLLIUM and Beryllium Alloys

- Background
 - Beryllium in the Environment
 - Properties
 - Industry Profile
 - Critical-Strategic Material
- Benefits to Society
- Applications
 - Beryllium Metal
 - Copper Beryllium
 - Other Alloys
- Facts & Figures
 - Production Statistics
 - Processes
 - Mining
 - Manufacturing
 - Recycling
 - Physical Properties & Metallurgy of Beryllium
- Science
 - Toxicology
 - Carcinogenicity
 - Epidemiology
 - Eco-toxicology
 - Protecting Workers

➤ HEALTH & ENVIRONMENT Legislation

- Europe
 - European Union Directives
 - REACH
 - RoHS/WEEE
 - ELV – End of Life Vehicles

OELs

- EU Member Countries
 - Austria
 - Belgium
 - Germany
 - Denmark
 - Spain
 - France
 - Finland
 - Greece
 - Italy
 - Ireland
 - Luxembourg
 - The Netherlands
 - Portugal
 - Sweden
 - UK
- North America
 - United States
 - Canada
- Asia

- **PUBLICATIONS**
 - Scientific
 - Other

LINKS

- Indicates page with sub-page(s)

58 pages with four-level drop-down menu.

Please note:

1. A four-level drop-down menu is **not recommended** for lack of usability. For the fourth level, a left-hand menu within the parent page is the preferred solution.
2. It has not been definitively indicated to the developer if some of these pages are empty 'container' pages and which contain content (where no content has been specified in above mentioned document).

Recommendation

A website using WordPress as the CMS (Content Management System).

Although WordPress originated as a blogging tool, its flexibility and extensibility means it is being used as a CMS by many sites.

SEO recommendations can be made if desired keywords are supplied. The basic measure of a secondary menu using keywords to create more internal links is an option below.

Summary

Domain name administration Pointing domain name at hosting	
Hosting Minimum requirements: PHP version 5.2.4 or greater, MySQL version 5.0 or greater. Linux hosting on Apache servers. 12 months. Please note, extra charges may be incurred on hosting bought by the client. This will equal time spent researching or configuring unknown hosting packages to meet the requirements of your website.	
Basic WordPress Installation - v 3.1.3	75 eur/-
WordPress plugin installation (minimum) - W3 Total Cache (performance) - WP-DB –Backup (database backup) - WordPress Backup (site backup)	45 eur/-
WordPress plugins (recommended) - NextGEN Gallery or equivalent if rotating/sliding gallery required on homepage - Google Analytics for WordPress (requires that you set up a Google Analytics account to analyse your website traffic) - WordPress SEO by Yoast (includes xml sitemap) - HTML Page Sitemap with Exclude Pages - ShareThis (so people can publicise your site on social media in 2 clicks) - Fast Secure Contact Form if contact form required on Contact page	146,25 eur/-
WordPress themeing - Graphical mockup of page layout for approval - Theme and child theme installation and child theme customisation	180 eur/- 191,55 eur/-
Other (minimum) - User login - Hide comments, set up home page, permalinks, - Create pages (58) and dropdown menu - 404 page - Favicon	157,50 eur/-

Other (recommended) - Secondary menu at bottom (for SEO) - Non drop-down menu for fourth level menu items	135 eur/-
Insertion of content x 58 pages	225 eur/-
Testing (include X-browser checks	60 eur/-
Software update and support options - WordPress and WordPress modules are constantly updated to improve security and fix any bugs. You will periodically be asked to update in your WordPress dashboard.	40 eur per quarter or 100 per annum
Training/support on demand	Per hour
SUBTOTAL	
TVA @ 21%	
TOTAL	

Time estimate: 2/3 weeks

Start date: +/- June 20, 2011

Since the estimate is based on providing the services outlined in the proposal, any changes to the proposed services generally leads to changes in the cost estimate.

Any other services required in the framework of this project are chargeable at the hourly rate of 45 eur/hour for design work and 75 eur/hour for third-party PHP programming where necessary. Other **service requests must be made in writing (e.g. by email with datestamp)**. The same terms and conditions will apply. This offer is valid for four weeks. Please see Website Design Agreement for other terms and conditions.

The Client unconditionally accepts the terms and conditions set out in the Website Design Agreement. The Developer accepts the terms and conditions set out in the Website Design Agreement and will execute the project outlined above.

The Client*:

The Developer*:

M Corke for Small World Solutions

*Collectively referred to as the 'Parties'

WEBSITE DESIGN AGREEMENT: Beryllium Science & Technology Association

1. Unless otherwise specified by both Parties, the terms of this Agreement will commence on the date specified above.

Services and products

2. The Developer will provide services to the Client relating to the creation or modification of a website as specifically outlined in the attached Proposal. The Developer may also supply the Client with Products as specified in the Proposal. In the context of this agreement, 'Products' means any hardware and/or third-party software provided to the Client by or on behalf of the Developer pursuant to this Agreement.

3. Any other services required by the Client in the framework of this project in addition to those stated in the attached Proposal are billable at the stated hourly rate and must be requested in writing. This includes research on the Client's behalf and is subject to a half-hour minimum.

4. The Developer is entitled to quote the Client separately for the provision of any other services or products required in addition to those outlined in the Proposal.

5. The Developer is entitled to provide the Services remotely from her own premises and will not be required to attend the Client's premises.

6. If the Developer is required to meet the Client for any reason pursuant to this Agreement, the Developer is entitled to bill the Client for his/her time at the stated hourly rate. The Client will also reimburse the Developer for reasonable transport and/or accommodation expenses incurred in doing so. However, this does not include transport or accommodation expenses where the Client's premises are located within 25km of the Developer. The Client will also reimburse the Developer for all expenses incurred on the Client's behalf or in carrying out its obligations under this Agreement.

7. The Developer reserves the right to assign subcontractors in the fulfilment of the Services if necessary.

8. In the case where the Client requests the execution of work in a shorter timeframe than usual or than agreed, the developer is entitled to charge 1.5x the normal hourly rate. For work requested during the weekend, a public holiday or previously notified holiday-time, the developer is entitled to charge 2x the hourly rate

Authorisation

9. The Client will grant the Developer timely access to all the facilities required for providing the Services outlined above (such as usernames, passwords, contact details for other service providers). Where the Client fails to supply the information within the specified timeframe, the Developer reserves the right to adapt the delivery date of the project.

10. The Developer will not access the facilities for any purpose other than to provide the Services. The Developer will take all reasonable steps to ensure that access to the Client's facilities remains secure.

Confidentiality

11. The Developer will not disclose to any third party or use, other than for the purposes of this Agreement, any information imparted to or obtained by it in connection with the fulfilment of this Agreement, which is of a confidential nature. This obligation of confidence will cease to apply to information that the Developer is required to disclose by any law, or which becomes part of the public domain, other than as the result of a breach by the Developer of her obligations of confidence under this Agreement.

Copyright and intellectual property

12. The Client unconditionally guarantees to the Developer that any elements of text, graphics, photos, trademarks, or other artwork furnished to the Developer for inclusion in web pages are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend the Developer and her subcontractors from any claim or suit arising from the use of such elements furnished by the Client.

13. If any third party intellectual property rights are used in the material supplied by the Developer, he/she shall ensure that all necessary consents and approvals to use such rights for the Client have been secured.

14. Unless otherwise agreed in writing, the copyright and all other rights relating to the material (the 'Intellectual property') supplied to the Client by the Developer pursuant to this Agreement will remain the property of the Developer.

15. Upon payment in full for the Services provided by the Developer pursuant to this Agreement, the Developer grants the Client a non-exclusive and non-transferable perpetual licence to use the Intellectual property for the Client's own business purposes.

16. Unless otherwise agreed in writing, the Developer and his/her subcontractors retain the right to display graphics and other web design elements as examples of their work in their respective portfolios.

Payment

17. The Developer is entitled to invoice the Client 30% of the estimated costs upon signing this Agreement, then 70% upon completion of the Services. All payments will be made in euros. The Developer will be entitled to invoice the Client on an interim basis for progress payments for any Services performed or Products supplied during the previous month, or during any earlier period which has not been previously invoiced, together with such expenses as the Client is required to reimburse. Such invoices shall contain such information and detail as the Customer may reasonably require to permit the Client to account for the Services and Products.

18. All invoices rendered by the Developer are payable within fifteen (15) days from the date of invoice. The Client agrees to pay the Developer in full within this time period.

19. If the Client fails to pay any invoice by the due date for payment, then without prejudice to the Developer's rights under this Agreement, the Client shall also pay the Developer interest on the outstanding amount at the prevailing rate specified by the Federal Public Service for Finance. In this case the Developer also reserves the right to stop further work on the project, and to take any material he/she has provided pursuant to the Agreement offline until payment is made. In addition, a fixed

amount of 15% of the sum due, with a minimum of 50 eur, will be charged to the Client as an administration fee related to the late payment.

Termination

20. Both Parties are entitled to terminate work at any time by informing the other Party in writing. Any work completed up to this point shall be billed at the stated hourly rate and provided to the Client in the appropriate digital format.

Miscellaneous

21. The Developer does not warrant that the functions contained in the Proposal will meet the Client's requirements or that the operation of the provided Services or Products will be uninterrupted or error-free. In no event will the Developer be liable to the Client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or specific damages arising out of the operation of or inability to operate the web pages or website involved, even if the Developer has been advised of the possibility of such damages, although the Developer will strive to help the Client avoid such damages if it is within his/her power to do so.

22. From time to time governments enact laws and levy taxes and tariffs affecting the operation of websites. The Client agrees that the Client is solely responsible for complying with such laws, taxes, and tariffs, and will hold harmless, protect, and defend the Developer and her subcontractors from any claim, suit, penalty, tax, or tariff arising from the Client's web operations.

23. If any part, term or provision of this Agreement is held to be illegal or unenforceable, neither the validity nor enforceability of the remainder of this Agreement shall be affected.

24. Neither Party shall be liable for failure to perform or delay in performing any obligation under this Agreement if the failure or delay is caused by any circumstances beyond its reasonable control, including, but not limited to acts of god, war, civil commotion or industrial dispute. If such delay or failure continues for at least 14 days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by notice in writing to the other.

25. Nothing in this Agreement shall be deemed to create the relationship of employer and employee between the Developer and the Client.

26. This Agreement shall be governed and construed by Belgian Law. Any dispute arising thereof shall be submitted to the exclusive jurisdiction of the Courts of Brussels, Belgium.