

WEB QUESTIONNAIRE

To be completed by IT Consultants providing internet services.

Web Design

1) Do you design web sites where financial transactions can be made? (If NO proceed to question 3) YES NO

2) 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

Web Hosting

3) Do you provide web hosting services? (If NO proceed to question 10) YES NO

4) 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 clients always mirror those used with the hoster? YES NO

If NO, please explain in full:

5) Do you provide web hosting for sites where financial transactions can be made? (If NO proceed to question 7). YES NO

6) 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

7) 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:

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Web Hosting (cont.)

8) Do you provide web hosting for sites where messages can be posted by users (e.g. bulletin board, chat forum, newsgroup)? YES NO
(If NO proceed to question 10)

9) Please provide details of all sites:

Client	Web Address	Description of Users and Site Content	Your Fee

Domain Name Registration

10) Do you register Domain Names? (If NO, proceed to question 15) YES NO

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

12) Do you register domain names for anyone other than clients for whom you design websites? YES NO
If yes, please describe in full.

13) Do you retain responsibility for renewing domain names? (If NO proceed to question 15) YES NO

14) 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

15) 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

16) 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