HELPSHEET: HOW TO ADD TERMS OF TRADE TO YOUR WEBSITE

Purpose

In this help sheet we provide you with guidance on how to publish your **terms of trade** to your **website**.

Key Information

- Your terms of trade must be offered to your customer to view and be accepted **before** you perform the work or services if they are to apply.

- It is highly recommended to **publish your terms of trade** to your **website** to offer you the option to **link** your terms of trade to:
    - **Quotes/Estimates**
    - **Invoices**
    - **Booking Forms**
    - **Trade Credit Application Forms**

- This option enables your customers to **view and read** your terms of trade easily.

- It is also a **convenient way** to reduce the space used inside quotes and estimates as only a **hyperlink** to your web page containing your terms of trade or the **full webpage address (URL)** is required to be added to your key quoting and booking documents.

How to Add Terms of Trade to Your Website

You can load terms of trade to your website in **two ways**.

Method 1 | Add a Web Page with the copied text from your Tradie Terms Template This is a more complex option as it requires all text to be copied and reformatted into a separate web-page.

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Click here for an example from building supplier ITM who has loaded their terms & conditions as text on a page.

Method 2 | Load a PDF Version of Your Terms of Trade to Your Website This is a less complex option as it only requires you to save your word template into a PDF format and add to a new web-page.

Click here for an example of a PDF Version of Terms of Trade.

TROUBLESHOOTING: You may need to ask your web designer to assist you if you are not confident with web uploads

How to Name Your Webpage

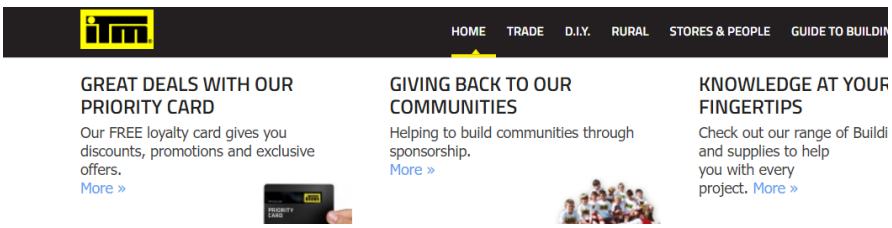
It is essential that your customers can access your Terms of Trade easily. Using a standard naming format assists.

Common options include:
www.website.com/au/terms-and-conditions
www.website.com/au/terms-of-trade
www.website.co.nz/terms-and-conditions
www.website.co.nz/terms-of-trade

Where to Locate Link to Your Terms of Trade

To enable your customers to easily navigate to your terms of trade, it is common to locate them in the **footer area** of your website.

See examples below:



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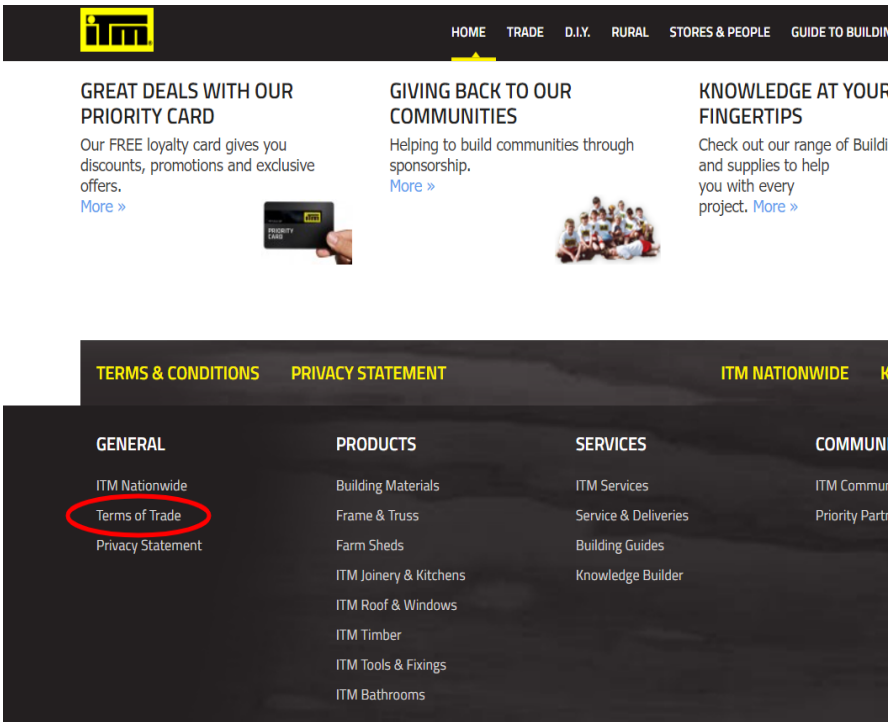
ITM - Source: https://www.building-supplies.co.nz/terms-of-trade-2/



Carters - Source: Terms and Conditions | CARTERS

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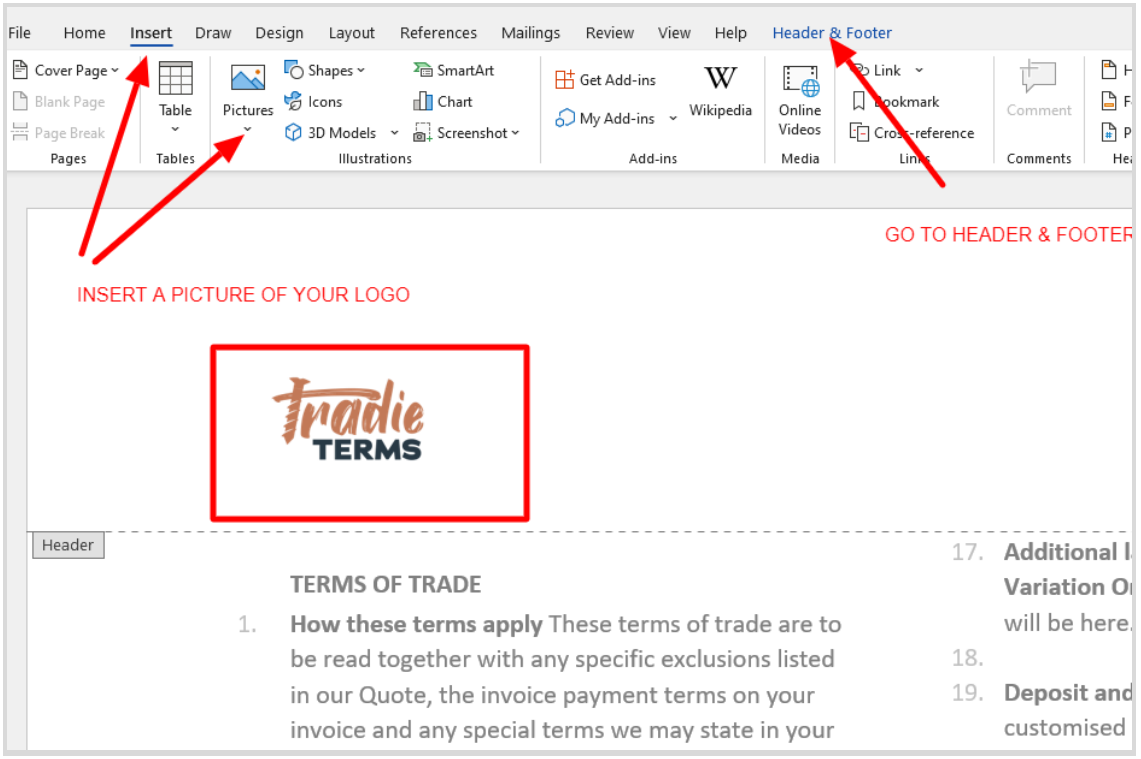
How to Save your Word Template as PDF

TROUBLESHOOTING: You may need to ask your web designer to assist you if you are not confident with web uploads.

SAVE YOUR TRADIE TERMS WORD TEMPLATE AS A PDF

Hint: Consider adding your logo to your word template before saving as a PDF. It looks more professional when loaded to your website.



DEMO VERSION - VIEW OUR DEMO VERSION BELOW

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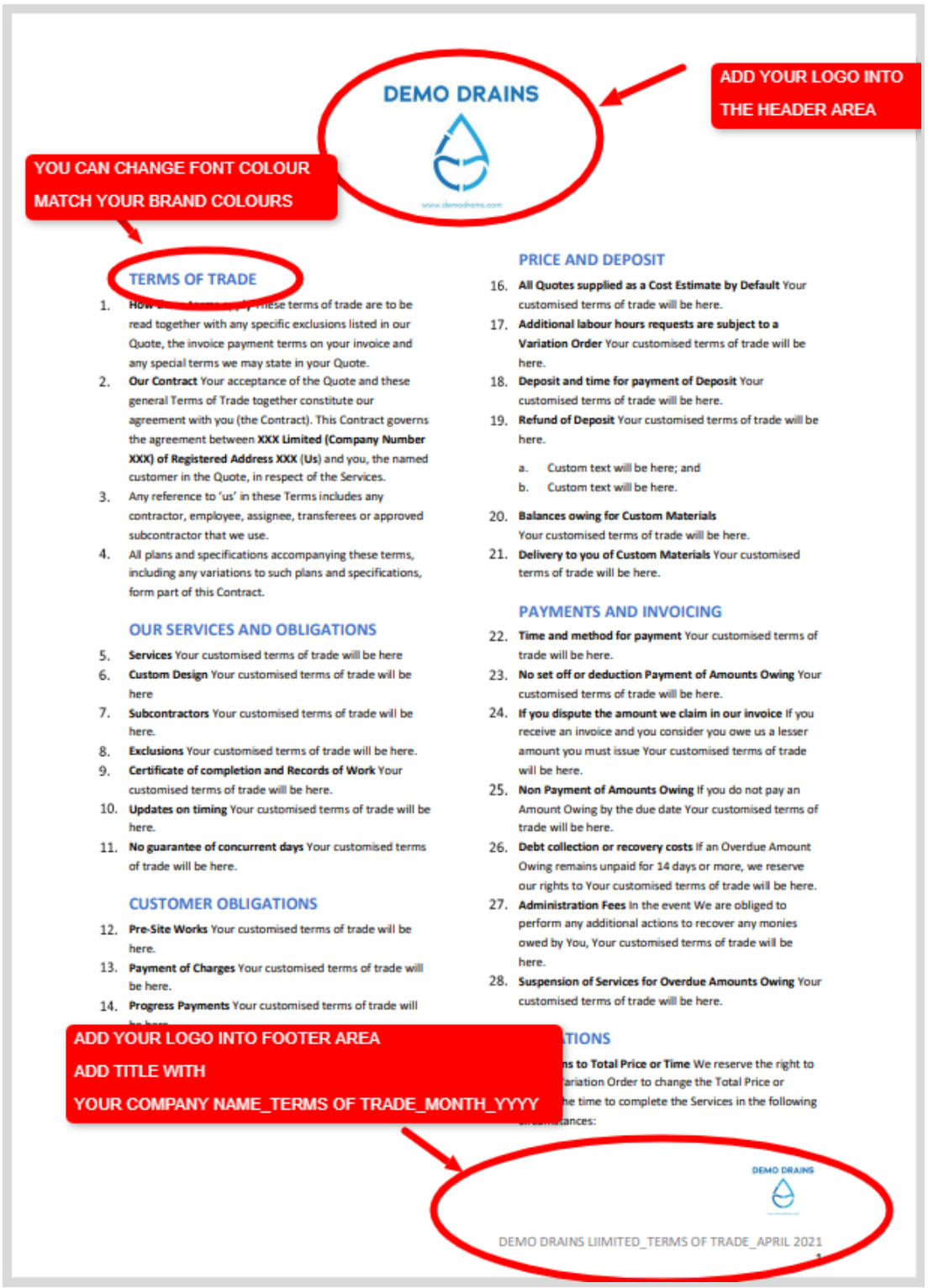

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END OF HELPSHEET

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