



HELPSHEET: HOW TO ADD TERMS OF ENGAGEMENT TO YOUR WEBSITE

Purpose

In this help sheet we provide you with guidance on how to publish your **terms of engagement** 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 engagement/service** to your **website** to offer you the option to **link** your terms of trade to:
 - **Quotes/Estimates/Services Proposals**
 - **Invoices**
 - **Booking Forms**
 - **Emails**
 - **Engagement Letters**
- This option enables your clients to **view and read** your terms of engagement easily.
- It is also a **convenient way** to reduce the space used inside quotes/service proposals and estimates as only a **hyperlink** to your web page containing your terms of engagement or the **full webpage address (URL)** is required to be added to your key quoting and booking documents.



How to Add Terms of Engagement 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.

[Click here for an example of a client who has loaded their terms & conditions as text on a page.](#)

Method 2 | Load a PDF Version of Your Terms of Engagement to Your Website This is a less complex option as it only requires you to add a PDF to your website as a media file and create a link to this on a new web-page.

[Click here for an example of a client who has loaded a PDF to their website.](#)

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 Engagement easily. Using a standard naming format assists.

Common options include:

www.website.co.nz/terms-of-engagement

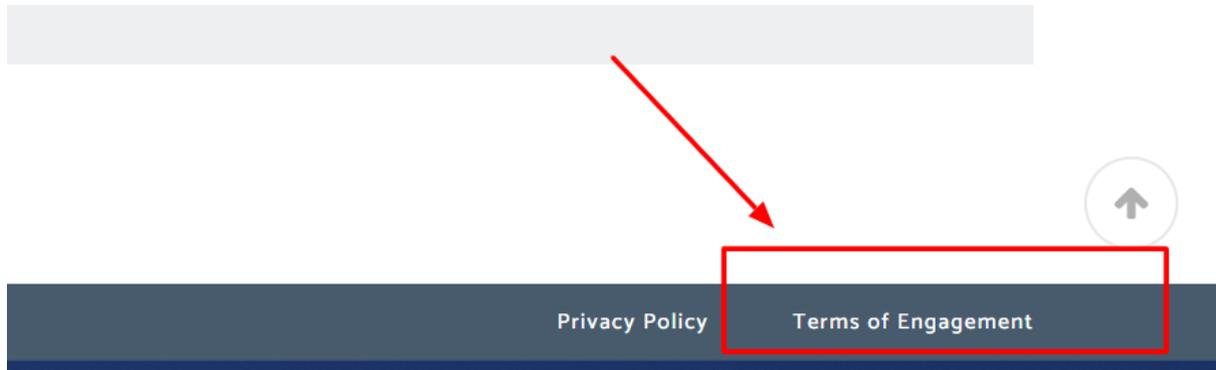
www.website.co.nz/terms-of-service

Where to Locate Link to Your Terms of Engagement

Typically this is located at the footer of your website.

See examples below:

Tradie TERMS



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

END OF HELPSHEET