



## Ordering Policy

The scope of Girlfridayz Limited ordering policy is to outline the ordering procedure of Girlfridayz' customers journey hybrid-brand multichannel where expert award-winning government accredited services are broken down and rebuilt anew to address how customers and prospective customers accesses Girlfridayz online services. It addresses how our customers and prospective customers can order Girlfridayz Limited digital marketing, traditional marketing, and business support services.

This epic expertise's empower start-up and SMEs to order the relevant services offered by Girlfridayz Limited following the correct procedure to ensure that our services work closely interlink with our customers and prospective customer's needs.

Girlfridayz Limited business support, digital, traditional marketing services buying customers journey offers the best of both world in term of accessibility and ordering facilities to discover our services and consider purchasing business support and marketing services, using our online standalone services through reading our business blog articles, listening to our podcasts and using our business tools calculators.

Girlfridayz Limited service buying customers journey online shopping stage offers startup businesses expert services to our customers like Website Design, Planning, Social Media Marketing and Back up Admin services. Girlfridayz Limited return customers have access to our SMEs expert business services through our ordering upgrade cycle.

## Ordering Procedure

There are different ways to order our services. Some services required to complete an order forms, paying a deposit by debit/credit card or direct debit, upfront payment, or advanced payment. A service agreement including a working agreement will be issued to you outlining the work required that you have asked us to do.

### Ordering services via our Contact us Page

You can order our services on our website using our multipurpose contact form to order selected services. Artwork Design, Website design, Website Migration, Business Support service, Social Media Marketing.

You must make sure that you select the relevant service you want and in the message box outline accurately your requirement selected from our website for the services of interest. Once we



# Girlfridayz

Business support to sole trader & SME's

28 Cambria Road

London SE5 9AE

E: [girlfridayz@girlfridayz.com](mailto:girlfridayz@girlfridayz.com)

W: <http://girlfridayz.com>

M: 07931089744

received your completed order details, we will email a service agreement including a working agreement and the relevant order form for the service order if needed.

You can complete your Deep Pocket Loyalty Reward Program account using our multipurpose contact form. You can submit Snap it's a giveaway answer and redeem any offers or coupon.

## Small Business Advertising Page

You can order Small Business Advertising online downloading the relevant order form (**Marketing & Advertise order form**) or emailing us your requirement from our [advertise page](#). you will receive by email a service agreement including working agreement outlining the order details, a copy of your order form to verified and sign and an invoice requesting the ads payment price to be pay prior to us placing the ad requirement on our website. You must return our documents to us sign and dated by the deadline date.

## Online Store Page

On our website design page, you can select any SEO services and pay for the first month online. You will be redirected to our online store category Online Order.

You can order online selected services from our online store page under the category Online Order SEO services you can pay for the first month and further monthly payment are to be paid by debit/credit card only, you will receive by email a service agreement including working agreement outlining the order details and your monthly schedule payment for your SEO package selected once we have received your order details confirmation.

On our website design page, you can select any website Bundles All-inclusive for your site and pay for the deposit required online. You will be redirected to our online store category Online Order.

Website Design Bundles All-inclusive for your site up to 5 pages and you have paid for the deposit required. We will process your order; you will receive by email a service agreement including working agreement outlining the order details and an invoice requesting the remaining payment to be paid in full 1 week prior to Girlfridayz finishing your website.

You pay for our social media marketing packages RollinContract30 and PayasyouGo50 your upfront payment for the package selected and further payment are to be paid by debit/credit card only.

On our [social media](#) page, you must complete the online order form for the relevant social media package offer of interest whether the RollinContract30 or the Payasyougo50. Once you have completed accurately and fully the online order form, you will be redirected to pay the upfront



28 Cambria Road  
London SE5 9AE  
E: [girlfridayz@girlfridayz.com](mailto:girlfridayz@girlfridayz.com)  
W: <http://girlfridayz.com>  
M: 07931089744

payment requested for the selected package to our online store page category Online Order to finish your order.

Once we received your confirmation of order, you will receive by email a service agreement including working agreement outlining the order details and your monthly schedule payment or weekly schedule payment for your social media marketing package selected.

You can pay for the half-price offer for our Annual Website Subscription has if you have selected the deal from our [Deal page](#) you will be redirected to complete the online order form for our Annual Website Subscription package to Girlfridayz Annual Subscription page.

You must complete the online order form fully and accurately, then once the submit button appears you submit your completed order, and you will be redirected to pay for this offer on our online store page category Online Order.

Once we have received your completed online order form details. You will receive by email a service agreement including working agreement outlining the order details and an invoice requesting the remaining payment to be paid in full 1 week prior to Girlfridayz finishing your yearly website update.

### **Website Design Page**

You can request to pay for your website design bundles order 5 pages or 10 pages using our payment facility The One Offer and select your monthly term whether 0-6 month or 0-12 month directly from the page by clicking on the link pertaining to the offer. You will be redirected to complete The One Offer payment facility order form fully, accurately and submit it to Girlfridayz for processing.

### **Payment Facilities offer**

To be eligible for the One Offer payment facility or spread the cost of your payment when over £200 payment facility. You must register an account on our website. When you choose to pay via monthly payment for your website design, you will need to decide which payment facility you wish to open your payment facility account. For all our payment facility flexible payment offer you must pay by debit/credit card your monthly repayment schedule.

### **Website order via order form (Website- SEO-Social Media-Blog - order form)**

You can download our website order form from our [website design](#) page located under the website bundle all inclusive for your site. If you use the order form to place your order of a website building or revamp you can select all our website building type from a Personal website, Business website, E-



commerce Website, Social / forum website, Landing page, 3-4 pages website, any website bundles 5 pages or 10 pages or unlimited pages if you selected a social/forum site.

You can order other services associated with website design, you can order any SEO packages on offer, and social media profile creation, social media plan and social media integration. You can order the juicy deluxe deals online store bundle 10 pages including 1 free social media profile creation and related offer to enhance your website building, revamp, or completion like the Irresistible blog offer two blog per month plus 1 free picture or the Social Media Profile creation plus 2 free posts and other services and bolt on and Delight Full Picture Service that you can access from our Deals page too.

Once you have completed your order form with your selected website and related offers you will need to return it to us dated and sign via email. Once we have received your order, we will process it and if it is approved, we will send you a service agreement outlining the details of your order that you would need to return sign and dated.

If your order selected required a deposit payment prior to us completing your order, we will send you a pro-format deposit invoice to settle within 15 days of the date of your order. You can pay for your deposit using the invoice button or you can contact us and pay by debit/credit card only via phone, email, or direct payment in our Business Account or Direct Debit.

To complete your order, you will need to return to Girlfridayz within 15 days your service agreement including working agreement sign and dated along with your deposit if required.

### **Website Migration Service**

If you want to order a Website Migration you will need to email, What App, Zoom, Text, or call us to place your order and we will discuss your requirement and which type of migration you want as well as if you migrate your website from your host to another host or your own hosting platform because the price varies depending on the work required.

If we approved your order. We will confirm your order by sending you a service agreement including working agreement outlining the details of the work requested with your host information and requirement. You will need to return our service agreement including working agreement signed and dated within 15 days and you will also receive an invoice to be paid on completion of the work. We may request a deposit to be paid prior to commencing any work half of the price of the order to be paid by debit/credit card within 15 days of your order date.



28 Cambria Road  
London SE5 9AE  
E: [girlfridayz@girlfridayz.com](mailto:girlfridayz@girlfridayz.com)  
W: <http://girlfridayz.com>  
M: 07931089744

### Website Add-on online order form Mark & Phobee

You can use Mark or Phobee online order forms, if you want to add-on any elements to your website building order that do not come with a blog, checkout, website copywriting, you want to use our image30 offer, logo design you can use **Mark and select the add-on desired**. Once you submit the form, we will receive an email containing your order details, and the form message box will show you your order details and the price of your order.

If we are completing your website or you selected a website package and you want to add more pages to your website order, you can use **Phobee our page selector**. You can select the number of page and Phobee will tell you the price of the page. You can add as many as you want or remove pages if you selected too many. Once you have finished selecting your number of pages add-on you fully complete the online form and submit your order. We will receive an email with your order details.

If we approve your order, we will add the add-on to your remaining bill, or your payment facility will be adjusted or to your website order. We will send a revised service agreement if we were designing your website, or we will send you a service agreement including working agreement if you add-on related services while ordering your website building, revamp, or completion.

### Business Support Page

On our [Business Support](#) page there is many ways to order our services you can use our Pay Per Hour Admin services selecting the numbers of hours needed up to 7 hours for Girlfridayz to complete your admin requirement using the Buy Now button up to 2 business days.

You can order Retainer Contract using the selected boxes whether 4 business days or 5 business days or 10 business days using the Buy Now button on the page. For retainer Contract and Pay Per Hour service you need to email your requirement to Girlfridayz and If you do not wish to pay the advance payment requested using the Buy Now button. You can email us directly your requirement with your number of hours selected and we will invoice you once we have completed the work. An invoice will be due on receipt as we will have completed the work. The invoice you will received is not subjected to 30 days payment offer.

### Business support order via order form (website order form)

You can download our website order form from our business support page by clicking the button of the services you are interested in like our Annual Website subscription, blog creation and update, website update per page. If you use the order form to place your order with your selected services



## Girlfridayz

Business support to sole trader & SME's

28 Cambria Road

London SE5 9AE

E: [girlfridayz@girlfridayz.com](mailto:girlfridayz@girlfridayz.com)

W: <http://girlfridayz.com>

M: 07931089744

of interest you will need to return it signed and dated via email. Once we received your order, we will process it, and if approved we will send you a service agreement including working agreement to be return signed and dated within 15 days.

If you have selected our Annual Website Subscription you will need to pay £189.60 upfront, which is your first month payment by debit/credit card or set up a direct debit. Every month for 12 months you will be required to pay £189.60 on the same date you have ordered your Annual Website update subscription by debit/credit card or direct debit the payment method that you have selected at the start of your annual website update order.

If your order of our Annual Website Subscription is approved, we will send you a service agreement including working agreement. Your service agreement will outline your monthly schedule payment for your annual website update and the package offered with the subscription.

For our CV service you will need to send us an email by pressing the button Book Now and your email provider will open with the email subject already there about your order request. You just need to complete the email body with your requirement and attached your CV if you have one. It is the same process if you have selected our letter service or business support services. You can access our CV service deals on our Deals page where you get our CV packages at a discounted rate.

On receipt of your email, we will contact you and request further information and informed you how you need to pay for the service order as some services required upfront payment and other required payment once the work completed. Whichever method of payment selected the payment must be made by debit/credit card.

### **Marketing Service order via order form (Marketing & Advertising order form)**

#### **Deals Page**

On our [deals page](#) you can download our marketing order form for the deal that interest you, like Business Design Deluxe Branding package, Touch Base with Us – Grow and Irresistible Blog Offer.

On receipt of your order form sent via email, we will process your order and if approved we will send a service agreement including working agreement outlining the details of your deal order and you will receive an invoice requesting the payment to be made within 30 days of your order date. Your service agreement will need to be return to us signed and dated within 15 days of your order date.



## Girlfridayz

Business support to sole trader & SME's

28 Cambria Road

London SE5 9AE

E: [girlfridayz@girlfridayz.com](mailto:girlfridayz@girlfridayz.com)

W: <http://girlfridayz.com>

M: 07931089744

### Advertise Page

You can also order any small advertising packages like Lead Magnet, Tripwire, Display Banner ad, Video ad and advertising on our business blog, as well as on our podcast as a guest. You will need to request the latter ads because we will need to discuss the placement of your ads on our blog post and the length of time of your ad on our podcast.

On receipt of your order form sent to us via email, we will process your order and if approved we will send you a service agreement including working agreement outlining your order details and your upfront payment to be made prior to us placing your ads on our website, blog, or podcast. All ads payment must be made by debit/credit card via telephone or email.

### Start up your business Page

You can order from our marketing advertising order form start up business task like Business Plan, Marketing Plan, Content Strategy Analysis, Policy Development, record keeping & survey plus our yearly consultation. If you order any of these services, you will need to pay a deposit for all of them except our yearly consultation fee that need to be paid in full by debit/credit card at the time of order.

These services can be access via our [Start up your business](#) page and if you click on the button Pay Deposit you will be redirected to Girlfridayz PayPal me to pay for the deposit. Once we received your payment, we will ask you to download our business plan template plus guide, or our marketing plan plus guide or our content strategy template from our online store page category Start up business e-books and templates. You will need to pay for the price of the template. We will email you a pre-populated order form with your order details and you will need to return it to us sign and dated.

Once we are in receipt of your order form sign and dated, we will process your order and if approved we will send a deposit invoice to be settle within 15 days of your order date and a service agreement including working agreement outlining the service details order, your business information, and the remaining payment to be paid on completion of your plan.

We will ask you to download from our online store category Start up Business e-books and template whether a business plan template plus guide, marketing plan plus guide or the content strategy template to complete your order accurately and thoroughly. You will need to pay for the templates needed to complete your order.

You must return sign and dated the service agreement within 15 days of your order date. If you cannot pay for the template needed to do the work, we can provide our template, but we will add





the cost of the template to your remaining bill which is eligible for our Spread the cost of your payment when over £200.

If you wish to pay your remaining payment using our monthly payment facility you must register an account with us once register you will be able to access the payment facility form and complete your payment facility account. On receipt of your completed online form, we will set up your payment facility account and email you your schedule payment for your remaining bill.

### **Grow Your Business Page**

On our [grow your business](#) page you can download our Marketing Advertise order form. On our order form you will find SME's services offer like Business Plan completion, Business Plan update. These services are for small businesses that never completed a business plan at start up or need to update their business plan. You will find these services Marketing Plan, Growth Content Strategy, Goals setting and our yearly consultation. If you order any of these services, you will need to pay a deposit for all of them except our yearly consultation fee that need to be paid in full by debit/credit card at the time of order.

Once you have selected the task you want us to complete, you must sign and date your order form and return it to us via email. On receipt of your completed order form, we will process it, and if approved we will email you a service agreement including working agreement outlining the task required, your business information and the deposit which is half the price of your order.

You will receive a pro-format invoice requesting the deposit payment to be made within 15 days of the date of your order and you must return your service agreement signed and dated within 15 days of your order date.

If you have selected Business Plan Completion or a Marketing Plan or Goal Setting, you will need to download from our online store category Start up Business e-books and template the relevant template for your order. You will need to pay for your template needed to complete your order.

If you cannot pay for the template needed for your order, we will provide the template to complete your order and add the cost of the template to your remaining bill which is eligible for our Spread the cost of your payment when over £200 flexible payment facility.

If you wish to pay your remaining payment using our monthly payment facility you must register an account with us once register you will be able to access the payment facility form and complete your payment facility account. On receipt of your completed online form, we will set up your payment facility account and email you your schedule payment for your remaining bill.





## Girlfridayz

Business support to sole trader & SME's

28 Cambria Road

London SE5 9AE

E: [girlfridayz@girlfridayz.com](mailto:girlfridayz@girlfridayz.com)

W: <http://girlfridayz.com>

M: 07931089744

On our Marketing order form, you can order related services under Other Services & Bolt-on our Logo surgery services, Copywriting service, Social Media and Blog services and Checkout & Blog page add-on – Page Add-on services.

These services are related to your small business online presence and if you need rebranding our logo surgery is for you, updating your existing website text our copywriting service is for you, if you need to update your social media platform or blog or want to use our Annual Website Subscription and save money on your website update our Social Media and Blog services are for you. If your existing website does not take online payment yet, you can order a checkout from our Checkout & Blog Page Add-on - Page add-on services.

If you have ordered any of the latter services, you must return your order form sign and dated by email. Once we are in receipt of your order form, we will process it and if it is approved; we will send you a service agreement including working agreement outlining the tasks requested to complete and an invoice to settle the payment due on completion of the work. This invoice is not subjected to the 30 days payment offer. You must return your service agreement sign and dated within 15 days of your order date.

### Business Listing Page

Under our contact us page you can access our [Business Listing](#) page on the dropdown menu under the [directory listing](#) page you will find Girlfridayz Business Card Style directory listing where you can view the small businesses that have registered with us.

You have two ways to access the registration form to register your business using our business listing plans. Whether the premium plan or the free plan.

On Girlfridayz Business Card Style directory listing page after viewing the small businesses that registered their small businesses with us. If you want to register your small business with us, you can click on ADD MY LISTING Black text Hyperlink on the top right of the banner design titled Local Business Directory to be redirected to our Business Listing page to complete the registration form.

You can also access the Business Listing page by clicking on the Poodle Den picture on the left-hand side our directory listing page. The Poodle Den picture is an example listing of the **premium plan** where you get Business Name, website address, business headline, a logo, a social media link, business email, phone number and yearly renewal of your listing. On the **free plan** you get Business Name, Website Address, and phone number only.



On completion of your registration form with your chosen listing plan, and if you have selected complementary services like social media update, promotional ad, and design my ad offer available to the premium plan only, you will be billed separately for these complementary offers, and we will email you about your selected complementary offer.

Once you have submitted your listing form, we will process it and asked via email your business information to complete your listing. If you have selected the premium plan, we will email you a pro-format invoice to be settled on receipt of your order date. Once we are in receipt of your yearly payment, we will add your listing to Girlfridayz Business Style Card directory.

If you have selected the free plan on receipt of your business information, we will add your yearly listing to Girlfridayz Business Style Card directory.