

WORK WITH LES MICHELS

2020 Edition ■



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A WORD FROM LES MICHELS

Dear entrepreneur,

Thank you for contacting us to discuss your project.

As communication professionals, our job is to best highlight its qualities, so that it gets the attention and success it deserves.

For this, we are developing tools and supports which tomorrow will be the face of your business.

We are fully aware that this is a great responsibility and we will take this pledge of confidence seriously.

This is why in this document, we would like to introduce you to details of our working methods and the conditions of our collaboration, in order to establish a framework favorable to the good progress of our mission.

Enjoy the read, and see you soon for cool websites.

Arnault Barthoulot for LesMichels.fr

OUR PROCESS

For the project management to be handled in the best conditions, let's work together.

Here's how.

Step 1 : Information gathering and quotation

- | **Fill out our online information request form**, on our website.
- | **Gather all information** or complementary documents allowing us to better understand your project: Moodboards, Briefs, PowerPoint presentations, Business Plan, Plan of the desired site... then send all to contact@lesmichels.fr
- | **Receive our quote**, established on the basis of your indications and of your requirements.

Step 2 : Signature, payment of deposit and content transmission

- | **Print, sign and return** the quote, as well as this present document, to contact@lesmichels.fr
- | **Proceed with the deposit payment** of 50% of the total amount (including taxes) of the quote.
- | **Send us the content necessary** for our work.
- | **Please gather and send all the elements** in one email in order to limit exchanges and avoid confusion (see section "Checklist" of this document).

OUR PROCESS

Step 3 : Mock-ups creation

- | **Receive within 1 to 4 weeks** a partial mock-up of your project (e.g. the home page of your website).
- | **Express your thoughts** about the mock-up. Thank you for **gathering in one email** a precise list of the edits you want, and **send it to us within 2 weeks**.

Step 4 : Development of the project

- | **We implement** your comments and create your project entirely: logo, website, application, brochure or other.
- | **We test the product** before delivery.

Step 5 : Delivery and payment

- | **Review the entire product delivered**, and, as in step 3, send us a single email of all your remarks, within 2 weeks.
- | **Receive the final product modified** according to your expectations, in a timeline of 1 to 3 weeks after your remarks.
- | **Proceed to payment of the remaining 50%** of the total amount (including tax) of the quote.
- | **Receive the admin access to your website**, or the sources files of the final product.



OUR **CONDITIONS**



I. Hosting and domain name

You will be the sole owners and publishers of your domain, and you will pay for your hosting and domain name services. We are available to advise and assist you with this choice and these procedures.

II. Beginning of mission and transmission of content

1. The absence of your content, or the delay in their delivery, causes major problems of organization. In order to work in the best conditions, we insist on the need to receive from you in one block (or in successive shipments) all the elements required. Our work cannot begin in the absence of one or several elements considered as necessary.
2. We reserve the right to charge overtime for processing exchanges added to the initial shipment.

III. Edits

1. We understand that you wish to explore various possibilities, and will be delighted to accompany you in all new ways required. However, any major modification or major style change in relation to the initial briefing, at the mock-up stage or development, whether it's a technical, graphic, commercial, or other, will be subject to an additional quote.
2. Non-major changes include: characters, colors, sizes and images, as long as the artistic direction overall is not affected.
3. All of your comments should be collected in a clear way in a unique email, whether it's your comment on the initial mock-up, or upon developed project delivery, and sent to Party A within 2 weeks after the delivery of the mock-ups and/or pages. This feedback will be in the form of a list in a Word, Excel document, or in an email. We reserve the right to charge overtime for the processing of additional exchanges.

OUR CONDITIONS

IV. Responsive tests

1. Our websites are optimized and tested for most current devices, under the following conditions:
 - | The most recent phones, iOS from iPhone 5 and Android from version 6.0.
 - | Newer computers with operating systems such as Windows 8 and 10 on PC and MacOS on Apple in their latest stable version.
 - | Chrome, Firefox and Safari browsers in their latest stable version.
 - | The following PC resolutions: 1920x1080, 1680x1050, 1600x900, 1440x900, 1360x768, 1366x768, 1280x1024, 1280x800.
2. Any bug or display problem on devices that do not meet the above criteria cannot be considered as our responsibility and will be the subject of specific development.

V. Delivery

1. We are committed to delivering our services to you as described and quoted in the quote that you have validated, all in a reasonable timeline mentioned above in this document (see "Our Process").

VI. Intellectual property

1. In all cases, you remain the owner of all the information that are provided to us.
2. You will acquire full ownership of our creation. That implies that you can modify or reproduce it as you wish on the website.

VII. Confidentiality clause

1. You and we have a mutual duty of confidentiality concerning documents, systems, software and know-how, for the entire duration of the mission and after its expiration. Therefore is prohibited any use of documents, systems, software and know-how outside of this contract.



OUR **CONDITIONS**



VIII. Payment

1. Payment of our invoices is made within 30 days of their reception, accompanied by the delivery of the final product (after revisions). A penalty of 5% of the price per additional month will be applied in the event of late payment.

IX. Termination

1. In the event of non-performance or poor performance of the conditions of this document, our agreement may be terminated unilaterally, under the form of an email.
2. The balance of the due payment will be established in proportion to the service executed.

Read and approved

YOUR CHECKLIST

Please make sure to provide to us, if you have it and if necessary, the following information. Again, feel free to contact us for advice.

TECHNICAL

Connection link, connection identifier and password for your hosting .	
Connection link, connection identifier and password for your domain name .	
Connection link, connection identifier and password for your website .	
Connection link, connection identifier and password for your social networks .	

CONTENT

Logo in High Definition (.png, 600dpi minimum) or file preferably vectorial (.Ai, .pdf, .eps).	
Fonts and typefaces for your visual identity.	
Sitemap of your website (1 Excel or Word file).	
Texts of all pages (1 Word file). If LesMichels write your texts, a briefing or any document useful for the text creation.	
Desired images or videos for your offices, teams, products, services (1 ZIP file) (Use Dropbox or Wetransfer for too heavy parts).	
A brief or moodboard to guide us on the desired graphic style (1 ZIP file).	
Postal address, telephone numbers, email addresses of your company.	
Legal notices and Privacy policy.	

YOUR CHECKLIST

Please make sure to provide to us, if you have it and if necessary, the following information. Again, feel free to contact us for advice.

E-COMMERCE	
List of desired payment currencies.	
Connection link, connection identifier and password of your Paypal, Stripe, or other accounts, as well as the means of desired payments.	
Pricing policy for deliveries (by country / city).	
Catalog or sheets of your products to integrate, with: reference, name, images, description, options, price.	
Main units of measurement: imperial system or metric.	
Terms of Sales.	

BILLING INFORMATION

In Vietnam

- | **Company name :**
CONG TY TNHH LESMICHEL.S.FR
- | **Adress :**
6F & 7F, Me Linh Point Tower, 2 Ngo Duc Ke street, District 1,
700000 Ho Chi Minh City, Vietnam
- | **Company Number:**
0315218137
- | **Banking information :**
CONG TY TNHH LESMICHEL.S.FR
117002668256 - Vietinbank - Chi nhánh 1 Tp. Hồ Chí Minh

In France #1

- | **Company name :**
Arnaud Barthoulot
- | **Adress :**
3 rue Roger Campredon, 90100 Delle
- | **Company Number:**
N°788 795 359 00025 Siret
- | **Banking information :**
RIB : 10278 07021 00020822601 95
IBAN : FR76 1027 8070 2100 0208 2260 195 CMCIFR2A

In France #2

- | **Company name :**
Dorian Carbonnier
- | **Adress :**
174 rue Leon Bourgeois
59140 Dunkerque
- | **Company Number:**
N°854 049 376 00015 Siret
- | **Banking information :**
RIB : 16275 40350 04078712378 90
IBAN : FR76 1627 5403 5004 0787 1237 890

CONTACT INFORMATION

Your Project Managers

| Arnault Barthoulot

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Whatsapp : +84358313652

Skype : Arnault Barthoulot

Linkedin :
<https://www.linkedin.com/in/arnaultmichelrichard/>

| Dorian Carbonnier

Email : dorian@lesmichels.fr

Whatsapp : +84385326745

Skype : dorian.carbonnier

Linkedin :
<https://www.linkedin.com/in/dorian-carbonnier/>

| General inquiry :

Email : contact@lesmichels.fr

THANK YOU!

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Cool Guys Making Cool Websites
www.lesmichels.fr