

WEBSITES CHECK SHEET (BASIC)

Pre-contractual info:	Yes / No
Identity of trader (full name)	
Description of goods/services	
Price of goods/services inc taxes	
Delivery costs	
If payment required in advance, full geographic address (not PO Box)	
Arrangements for delivery/performance	
Information about consumer's right to cancel (from order until end of 14 working days starting day after receive goods)	
If premium rate phone line of order- cost of call per min or whole call.	
How long the price or any offer remains valid	
Minimum duration of contract where goods/services to be provided permanently	
If applicable T will pay cost of C returning any products T supplied as substitutes.	
Written info after order placed:	
Identity of trader (full name)	
Description of goods/services	
Price of goods/services inc taxes	
Delivery costs	
If payment required in advance, full geographic address (not PO Box)	
Arrangements for delivery/performance	
Information about consumer's right to cancel (from order until end of 14 working days starting day after receive goods)	

<u>E-Commerce Regs</u>	
Full name of business	
Geographic address of business, home address is trading from home	
Contact details inc email address	
Details of any trade etc register that T is registered on, inc name of register and T's registration number eg Federation Master Builders	
If subject to an authorisation scheme, details of the supervisory authority eg Gas Safe	
If member of regulated profession, details of professional body, T's titles eg RICS	
VAT number if applicable	
Clear price	

<u>Companies (Trading Disclosure) Regs 2008. - Must display on websites</u>	
Registered name	
Registered number	
Registered office	