



## **GENERAL INFORMATION**

**Office Hours:** Mon-Tue and Thu-Fri

10am to 4pm

Unavailable Australia Day, Easter Friday, Easter Monday, Anzac Day, All Australian Public Holidays

Christmas break is usually 3 weeks

## **JANUARY**

At this stage, I anticipate January of each year will be dedicated to current clients updating their websites for the coming year. New clients can be booked and briefed, however no new client work will begin until February of each year.

**Phone:** Please book all phone calls by email

**Facebook:** Please DO NOT contact me via facebook for work, if you cannot email, you may text

**Email:** [info@nerikdesign.com.au](mailto:info@nerikdesign.com.au)

An *emergency* is a website or email “down” where the server is affected. Depending on the issue, the work may not be fixable out of hours. If you use an email client such as Outlook, or gmail/hotmail etc and *those* emails are not working, or you cannot connect to the server, but you still have direct access to your webmail via webmail login, I am not always able to help you out of hours. If you have repeatedly triggered malware, do not protect your home laptops, ipad from malware or viruses and the issue is a direct result of this behaviour, again I am not able to help you outside work hours.

**Emergency Email:** [nerikdesign@gmail.com](mailto:nerikdesign@gmail.com)

## **New Clients**

New Clients please read through the New Client Page before making contact:

[sacredspaceswebdesign.com.au/new\\_clients](http://sacredspaceswebdesign.com.au/new_clients)

You can also find information on the Terms and Conditions page:

[sacredspaceswebdesign.com.au/terms\\_and\\_conditions](http://sacredspaceswebdesign.com.au/terms_and_conditions)

## **Current Clients**

Please use the Terms and Conditions page to keep updated with new details and information:

[sacredspaceswebdesign.com.au/terms\\_and\\_conditions](http://sacredspaceswebdesign.com.au/terms_and_conditions)