



ADV Payment Security

We want to make payment transactions as simple and as secure as possible for both parties.

We request a prepayment of a month's fees for our monthly retainer plans. After that, we adopt the good old-fashioned Pay As You Go (PAYG) Policy. We bill you the amount equivalent to the average number of emails you receive on a month-to-month basis so you pay only what is due.

For write-ups and graphic designs, we also request prepayment for the lot.

While we do have a premium SSL (Secure Sockets Layer) security coverage to ensure whatever data you upload on our website stays private; we prefer that you do not expose your card details on our account. We request that you pay us directly via bank transfer.

Account Name: ADMIN AND DESIGNS BY VICKY
Bank Name: Australia and New Zealand Banking Group Ltd. (ANZ)
Swift Code: ANZBAU3M
BSB No.: 015 450
Account No.: 155 527 093

Our Satisfaction Guarantee

We are confident with our services and proud to offer a Lifetime Money Back Guarantee on all our services.

For Email Management, if there is an honest mistake, we will rectify the error and refund you for items you are not pleased with. And if you are ever unhappy and want to discontinue the service, we will refund you for all unfulfilled days.

As for write-ups and graphic designs, rest assured we will make sure you pay only for excellent work and service. We will have pre-production discussions including requesting a creative brief from you before creating drafts and thumbnail sketches. The drafts and the thumbnails will be presented to you before finalization to make sure we are on the right track. Should you wish to discontinue the service mid-project, we will also refund you a fair portion based on milestones. Please see our Terms and Conditions.

