

Terms and conditions - November 2013

Payment terms 28 days from the date of statement.

5% interest per month will automatically be charged on overdue accounts, with a minimum charge of £15. Any invoice query must be notified in writing within 5 days of receipt of invoice.

Cheques should be made payable to Advertising International Limited.

Payment may be made via BACS method -

Bank: HSBC

Account Name: Advertising International Limited

Account Number: 61180819

Sort Code: 40-25-34

International Bank Account Number: GB31MIDL40253461180819

Branch Identifier Code: MIDLGB22

Invoices are subject to Goods and Services Tax (GST).

Advertising International Limited must be supplied written instruction if the client organisation has been granted International Service Entity (ISE) status or is exempt from GST.

Details of any specification, proposal or presentation provided by Advertising International Limited must not be disclosed to any party other than the addressee.

Estimates are valid for 30 days. Wherever possible work will be estimated prior to the commencement of production. Work will only commence on receipt of a signed copy of the estimate sent via fax, mail or email. In the circumstance that work is commissioned without the prior provision of an estimate the client will be liable for the full production cost for that work.

Estimates may be subject to change without notice if the specification alters before or during production.

Estimates are based upon Advertising International Limited completing all elements of production as specified in the estimate. Should the client redirect any element of the work to a third party the estimate will alter to compensate for the loss of the production element.

Estimate based on the provision for 3 sets of proofs. Additional proofs (produced after the 3rd proof) with author's corrections will be charged at the percentage of time taken to implement the corrections, based upon a rate of £110 per hour (minimum 15 minutes @ £30). 'In-house' Ai errors will not be charged.

The copyright to all artwork, design, typesetting, scanning and preparation for print remains the property of Advertising International Limited.

Advertising International Limited do not accept the responsibility for the copyright of images or text that are supplied directly by a client or other party.

All work is accepted entirely on the condition that the individual who represents the client company is properly authorised to issue the work.

It is understood that, in consideration of the publication of advertisements, printed literature, internet websites (or any other item produced for a client) the client company will indemnify and hold Advertising International Limited harmless from and against any claims or suits for libel, violation of rights of privacy, plagiarism, trademark, patent and copyright infringements (including text and photographs), and other claims based on the contents or subject matter of the work produced.

Advertising International Limited does not accept liability for any loss or damage caused by an error, inaccuracy or omission in the production of any work or the failure to publish or produce work on the date specified by the client.

Advertising International Limited shall not be subject to any liability for any failure to publish or deliver products or services due to strikes, work stoppages, accidents, fires, adverse weather conditions or any circumstance not within control of Advertising International Limited.

Notice of cancellation of work must be received in writing within the accepted publication, printing or production deadlines. The client will be liable for any costs for work produced up to the time of cancellation.

Normal working hours are Monday to Friday 9am to 5pm.

Work produced outside of these times and on public holidays will incur an overtime rate.

Advertising International Limited reserves the right to charge for the physical or electronic storage of client work and files.

Advertising International Limited reserves the right to charge for the release of physical or electronic client work and files.

Advertising International Limited will not accept responsibility for errors or omissions that have been proofed and passed by the client.

Work that exceeds 30 working days will be invoiced for costs to date.

Website Projects:

All preceding terms and conditions apply to website projects.

Website project payment terms are 50% at Website Inception Phase and 50% at Website Delivery Phase.

Website Inception Phase

Advertising International Limited will provide an estimate based upon the agreed website specification which the client must approve prior to the commencement of any work. Additional costs may be incurred to any changes made by the client to the website specification after the estimate is approved.

Before the website build, Advertising International Limited will prepare website page design visuals and a website navigation plan (wire-frame) for the client to approve. The website estimate is based on the provision for 3 sets of pre-build proofs. Additional proofs (produced after the 3rd proof) with author's corrections will be charged at the percentage of time taken to implement the corrections, based upon a rate of £110 per hour (minimum 15 minutes @ £30). 'In-house' Ai errors will not be charged.

Each page of the website, as per the agreed website navigation plan (wire-frame), must have the required text written and photographs supplied before the website is built. This text may be supplied by the client or written by Advertising International Limited. Any text written or photographs supplied by Advertising International Limited will be charged accordingly.

All the documents, which will be submitted to the client by Advertising International Limited for review and acceptance, will be returned either with specific changes or in duly accepted form to Advertising International Limited within five working days from the date of submission.

In absence of any specific feedback from the client within five working days of submission of the documents, the documents will be deemed to be reviewed and accepted by the client.

Website Delivery Phase

Upon approval of the website page design visuals and the website navigation plan (wire-frame) the website build will commence.

The website will be built on a development server. Once all elements of the pre-agreed designs and navigation are completed on the development server by Advertising International Limited the website will be considered complete.

If the client, for any reason, delays the website from going live onto a pre-determined website domain the website project will still be considered complete and full and final payment will be required.

The minimum term for a hosting contract or service contract (if provided) is 12 months, after which a minimum of one month's notice is required before termination of the contract.

Once the website is live on a pre-determined domain the client is responsible for all content contained within the website. Website support will be available to the client and will be estimated / charged accordingly.

Non-response to the above will be regarded as acceptance to our terms and conditions of business.