



Terms and Conditions

The following Terms and Conditions of Service apply to all products and services provided by Graphic Design Partnership. The Terms and Conditions can be read on Graphic Design Partnership's website **www.g-d-p.co.uk**.

All work is carried out by Graphic Design Partnership on the understanding that the client has agreed to Graphic Design Partnership's terms and conditions.

Copyright is retained by Graphic Design Partnership on all design work including words, pictures, ideas, visuals and illustrations until all costs have been settled by the client. All artwork, design work and digital files created by and supplied by Graphic Design Partnership remain property and copyright of Graphic Design Partnership until paid for completely.

Unauthorised use of work may result in further legal action for breach of copyright.

Where requested charges for any services by Graphic Design Partnership, will be set out in the written estimate or quotation that is provided to the customer. That written estimate or quotation will be dated and is valid at that date. If a time lapse occurs between estimate issue and confirmation of acceptance the estimate is liable to change. Acceptance of estimate can be through official order or email.

Estimates of time scale can also be supplied as appropriate, all efforts will be made to fulfill delivery date commitment but where a deadline is missed due to unforeseen circumstances Graphic Design Partnership cannot be held responsible. Any damage during the delivery process is not the responsibility of Graphic Design Partnership.

Estimated costs are based on receiving appropriate information, text, images and graphics in appropriate format from the client at the start of the project. Graphic Design Partnership will revise an estimate should the specification change at the briefing stage or at any other stage during the project.

At all stages of the project costs and time spent will be recorded by Graphic Design Partnership, where this varies from the estimate the client will be notified. If for any reason the agreed project is cancelled the client shall be liable to pay for the work completed up to that point in time.

Charges for any additional services over and above the estimated work, will be notified to the client and agreed before completion. The customer agrees that changes required over and above the estimated work or required to be carried out after acceptance of the draft design will be liable to a separate charge.

For print work the client shall be provided with a colour proof for approval before print production. The client is responsible for the checking of content, images and colour of

the proof. If there are subsequent changes after approval the client is liable for additional proofing and/or print costs. These shall be notified by Graphic Design Partnership at the time.

The customer also agrees that Graphic Design Partnership holds no responsibility for any amendments made by any third party, before or after a design is published. Any invoices are payable from 30 days of issue. Late payment of invoices may result in interest being charged under Government Legislation (1998). The interest rate allowed under the legislation is 8% over base rate.

Payments may be made by cash, cheque, or (for overseas customers), Pound Sterling International Money Order or previously agreed electronic funds transfer. Invoices outstanding for more than 90 days will be processed through the Small Claims Courts.

By supplying text, images and other data to Graphic Design Partnership for inclusion in work, the customer accepts responsibility for the appropriate copyright and/or trademark permissions.

The customer agrees to fully indemnify and hold Graphic Design Partnership free from harm in any and all claims resulting from the customer in not having obtained all the required copyright, and/or any other necessary permissions.

By supplying images, text, or any other data to Graphic Design Partnership, the customer grants permission to use this material freely in the work commissioned.

Any design, copywriting, drawing, idea or artwork created for the customer by Graphic Design Partnership, or any of its contractors, is licensed for use by the client on a one-time only basis and may not be modified, re-used, or re-distributed in any way or form without the written consent of Graphic Design Partnership.

The customer also agrees to allow Graphic Design Partnership to place websites and other designs, along with a link to the client's site on its own website for demonstration purposes and to use any designs in its own publicity.

Graphic Design Partnership will not be held responsible for any and all damages resulting from products and/or services it supplies.

Graphic Design Partnership reserves the right to use the services of sub-contractors, agents and suppliers and any work, content, services and usage is bound by their Terms and Conditions.

These Terms and Conditions supersede any previous Terms and Conditions distributed in any form. Graphic Design Partnership reserves the right to change any rates and any of the Terms and Conditions at any time and without prior