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squiddlypiff

GRAPHIC DESIGN

Business Terms & Conditions

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1. Introduction

- 1.1 These terms and conditions ("the terms") govern every contract made between Squiddlypiff Graphic Design ("Squiddlypiff") for the supply of goods and services to any person or company ("the client").
- 1.2 Squiddlypiff reserve the right to change, modify, add or remove any portion of these terms in whole or in part, at any time. Changes to the terms will be effective when notice of such changes is posted.

2. Price and payment

- 2.1 Invoices from Squiddlypiff to the client for supply of goods or services should be paid in full on receipt of invoice no later than 21 days from the issue date on the invoice.
- 2.2 The client will pay Squiddlypiff any expenses incurred in connection with the recovery of monies outstanding (including legal costs on an indemnity basis).
- 2.3 Should a client at any stage of any ongoing design work wish to terminate any further work, Squiddlypiff reserve the right to charge for the work completed to date.
- 2.5 Cheques should be made out to Squiddlypiff.

3. Ordering

- 3.1 Orders for work must be given in writing to Squiddlypiff by the client.
- 3.2 Notwithstanding clause 3.1, if Squiddlypiff accepts a verbal order from the client Squiddlypiff will not be held responsible for any mistakes (made by either party) arising from that verbal order.
- 3.3 Squiddlypiff reserves the right to refuse any order.

4. Quotations

- 4.1 All quotations given by Squiddlypiff will be valid for 30 days from the date of quotation.
- 4.2 If the clients final order changes from the original specification made for the quotation, Squiddlypiff reserve the right to correct the quotation.
- 4.3 Once a design has been submitted to the client for approval, two rounds of revisions and or corrections will be undertaken at no charge to the client. Any changes suggested by the client thereafter will be charged at the hourly design rate of £30.
- 4.4 The client will be responsible for supplying any necessary copy, images, logos and disclaimers for any design work.

5. Imagery

- 5.1 Any images to be used on printed material should be supplied on disc or by e-mail at minimum resolution 300dpi. Images taken directly from a website will not be useable in most printed material. Correcting images incorrectly supplied will be charged at an hourly rate of £30.
- 5.2 Squiddlypiff will not be held responsible for the loss or damage of any original artwork supplied by a client. Wherever possible we will return any supplied material.

6. Turnaround

- 6.1 Turnaround times which are quoted are normal target times only and Squiddlypiff accepts no liability for failure to meet these times, but will always try its best to do so.

7. Copyright

- 7.1 Squiddlypiff claims no copyright in material submitted to us for the purposes of fulfilling the clients instruction.
- 7.2 Full copyright to any commissioned work is yours once payment has been received in full, however Squiddlypiff retains the right to display the item/s in any online or offline portfolios, and for the purpose of marketing or advertising our services on or offline.
- 7.3 Squiddlypiff will assume that any material ie images, text etc supplied by the client to fulfil their instruction are legally sourced and free from any copyrights, we will not be held responsible for any which are not.
- 7.4 The client agrees to indemnify Squiddlypiff against all losses, damages, claims or expenses which may occur by virtue of any breach of point 7.3

8. Liability

- 8.1 The client accepts that any printed material must be signed off and approved at artwork stage before being sent to print. It is the clients responsibility to check any document for accuracy and spelling and Squiddlypiff will not be held responsible for any errors after artwork has been approved by the client.
- 8.2 Squiddlypiff will do its best to obtain the best colour reproduction, but the client must be aware that this is dependent on the printing processes, paper or medium used, inks and other conditions.
- 8.3 Squiddlypiff will not be liable for failing to complete any contract between Squiddlypiff and the client due to circumstances beyond our control including loss of power supply, machine breakdown, loss of materials, fire, storm, flood, act of god, war, civil disturbance or terrorism.

9. Privacy

- 9.1 Squiddlypiff are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998). We collect information about you for 2 reasons: firstly, to process your order and second, to provide you with the best possible service.
- 9.2 We will not e-mail marketing to you in the future unless you have given us your consent.