

Validity

- Quotations are valid for 30 days
- All prices are subject to VAT at the prevailing rate.

Payment schedule

- 50% of quoted amount to be invoiced on commencement of project.
- 25% of the balance will be due three quarters of the way through the project as determined by the client's schedule.
- Balance amount plus any amendments will be invoiced upon completion of the project.
- Invoices to be paid within 14 days of date of invoice.

Delivery charges

- There will be an additional charge for delivery.

Design & Print

- Whilst every effort is made to ensure artwork is correct in every way, it is the client's responsibility to check and approve all proofs before printing.
- Once the client has signed off the proof, costs incurred for further amendments or reprints are the client's responsibility.

Amendments

- Prices quoted include the cost of 'minimal' amendments. This is defined as two sets of changes once we reach the design stage for print collateral and the build stage for websites.
- Any additional amendments will incur additional costs, a minimum of £50 per new set of amendments will be charged.

Branding

- Whilst efforts are made to ensure brand uniqueness, the client must satisfy themselves with the distinctiveness of brand names, logos and identities within their chosen market place.

Data

- By agreeing to Marketing Zone purchasing data on your behalf, the client acknowledges and accepts the terms and conditions of the data supplier.

PR Indemnification

- The client agrees to indemnify Marketing Zone against all costs, charges and damages falling upon Marketing Zone as a result of legal action brought against Marketing Zone arising from the publication of any press releases, statements, advertisements or similar which have been previously approved or provided by the client for publication.

Copyright

- Concepts, designs and copy generated by Marketing Zone are Copyright ©Marketing Zone.

Logo design

- Logos designed by Marketing Zone will be supplied as a JPEG or GIF and can be used on any marketing materials by the client.

Artwork release fee

- If any artwork files are requested by the client with the intention that a concept that Marketing Zone has produced will be amended and used in the future for different projects, clients will be charged 50% of the creation cost as a release fee.

Expenses

- Reasonable expenses will be charged for off-site meetings and events.
- Car mileage is charged at 40 pence per mile, other fares at cost

Cancellation

- Cancellation of all marketing support at any stage after commencement will incur the full quoted cost of that item.
- Commitment to one element of a project does not commit the client to any others, unless agreed.

Jurisdiction

- This agreement shall be governed by the laws and Courts of England.