

## **On receipt of an instruction, Terms and Conditions will apply.**

### **Contact or Meeting**

A full and detailed brief and copy to be supplied by the client and a deposit of 30% on initial instruction could be requested, once work has commenced the deposit becomes non-refundable.

### **Images and Copyright**

Unless supplied by the client, images used will contain a watermark until the instruction of a job is confirmed, images are then charged extra as the requirement. If images are supplied by the client these should be good quality and high resolution images.

Clients must have copyright or obtained permission in writing for use of materials and images supplied.

### **Payment**

If the client changes any copy or design after the final quotation has been accepted Greenmouse Design reserve the right to vary the amount of the final invoice.

***Payment to be paid within 30 days of date of invoice.***

***Once a final invoice has been submitted and paid any further amendments or alterations will be deemed to be a new project and will incur charges.***

### **Proof Reading**

It is the responsibility of the client to proof read and check all artwork, including copy, design specification and sizes, carefully and ensure these are error-free and meet your requirements for production processes, it is also the responsibility of the client to check any amendments or alterations carried out to artwork. Confirmation must be received by e-mail to confirm final approval, this e-mail will constitute that all is correct. Greenmouse Design will not accept any liability for errors or omissions.

### **Printing**

The client is liable for any reprinting costs incurred as a result of errors not picked up at the proof reading stage. All proofs to be checked by client before submission to a printer.

Greenmouse Design will not accept any liability for loss of business, profits or data that result from inaccuracy of information or delay or loss of designs provided by Greenmouse Design.

We use Pantone Matching System, Greenmouse Design cannot be responsible for the cost of reprint where colour is deemed unacceptable due to print on varying materials or processes.

### **Cancellation**

Any cancellation received from the client once the design process has commenced shall be liable for the work that has taken place and will be invoiced accordingly.

Greenmouse Design reserve the right to update these terms and conditions at any time.