

IPW1

Terms & Conditions for Design Work

The following Terms and Conditions of Service apply to all products and services provided by IPW1 / Instant Print West One, a trading name of Dowman Ltd (hereinafter referred to as IPW1 / Instant Print West One) and in the event of any dispute are governed by the laws of England.

All work is carried out by IPW1 / Instant Print West One on the understanding that the client has agreed to our terms and conditions.

Copyright is retained by IPW1 / Instant Print West One and their contractors on all design work including words, pictures, ideas, visuals and illustrations unless specifically released in writing and after all costs have been settled.

If a choice of designs is presented and one is chosen for your project, only that solution is deemed to be given by us as fulfilling the contract. All other designs remain the property of IPW1 / Instant Print West One, unless specifically agreed in writing.

Project Acceptance

At the time of proposal, IPW1 / Instant Print West One will provide the customer with a written estimate or quotation by email. These Terms and Conditions can be read at any time on the IPW1 / Instant Print West One website.

A copy of the written estimate or quotation is to be signed and dated by the customer to indicate acceptance and should be returned to IPW1 / Instant Print West One.

Alternatively, the client may send an official purchase order in reply to the estimate or quotation which binds the client to accept our terms and conditions, or an email acknowledging acceptance of the quotation.

For the avoidance of doubt, the IPW1 / Instant Print West One Terms & Conditions are what govern the job, not any conditions on the customer's purchase order.

Design Charges

Charges for design services to be provided by IPW1 / Instant Print West One will be set out in the written estimate or quotation that is provided to the customer. At the time of the customer's signed acceptance of this estimate or quotation, indicating acceptance of the Terms & Conditions, a non-refundable payment of 50% of the quoted fee will become immediately due.

Unless agreed otherwise with the Client, all design services require an advance payment of a minimum of fifty (50) percent of the project quotation total before the work commences or is supplied to the Client for review. The remaining fifty (50) percent of the project quotation total will be due upon completion of the work prior to upload to the server or release of materials.

Source Files

We will supply proofs and PDF files as appropriate for printing, or other graphic files as detailed in the job scope or request.

Charges for design work do not cover the release of our copyright design source files, including but not restricted to indd, psd, AI, png, flr or other source files or raw code; if the Client requires these files for transfer to an in-house or other designer, they will be subject to a separate quotation or 'buy-out' charge.

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Charges for Other Services

Charges for any additional services requested during the project that are over and above the estimated time or out of scope, will become fully payable (100% of the quoted amount) at the time of estimate or quotation acceptance.

Payment

The customer will be provided with an Approval Form or Proof Email, and an Invoice prior to final publication. At this time the remainder of the amount due will become payable and the customer will also be required to sign and return the Approval Form or signify approval by email to IPW1 / Instant Print West One.

Any invoice queries must be submitted by email within 14 days of the invoice date.

Accounts which remain outstanding for 30 days after the date of invoice, will incur late payment interest charge at the Bank of England Base Rate plus 8% on the outstanding amount from the date due until the date of payment.

Payments may be made by online transfer, credit card (Visa, Mastercard) or Debit Card.

Payments made by cheque must be previously agreed and may be subject to an administration charge. Cheques should not be sent in regular mail unless sent recorded delivery.

Publication and/or release of work done by IPW1 / Instant Print West One on behalf of the client, may not take place before cleared funds have been received.

Returned cheques will incur an additional fee of £50 per returned cheque. IPW1 / Instant Print West One reserves the right to consider an account to be in default in the event of a returned cheque.

Default

An account shall be considered default if it remains unpaid for 30 days from the date of invoice, or following a returned cheque. IPW1 / Instant Print West One shall be entitled to remove IPW1 / Instant Print West One 's and/or the customer's material from any and all computer systems, until the amount due has been fully paid. This includes any and all unpaid monies due for services, including, but not limited to, hosting, domain registration, search engine submission, design and maintenance, sub-contractors, printers, photographers and libraries.

Removal of such materials does not relieve the customer of its obligation to pay the due amount.

Customers whose accounts become default agree to pay all IPW1 / Instant Print West One 's reasonable legal and accounting expenses and third party collection agency fees in the enforcement of the debt and these Terms and Conditions.

Copyrights and Trademarks

By supplying text, images and other data to IPW1 / Instant Print West One for inclusion in the customer's website or other medium, the customer declares that it holds the appropriate copyright and/or trademark permissions. The ownership of such materials will remain with the customer, or rightful copyright or trademark owner.

Any artwork, images, or text supplied and/or designed by IPW1 / Instant Print West One on behalf of the customer, will remain the property of IPW1 / Instant Print West One and/or its suppliers unless otherwise agreed in writing. A licence for use of the copyright material is granted to the customer solely for the project defined in the scope or request and not for any other purpose.

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The customer may request in writing from IPW1 / Instant Print West One, the necessary permission to use materials (for which IPW1 / Instant Print West One holds the copyright) in forms other than for which it was originally supplied, and IPW1 / Instant Print West One may, at its discretion, grant this and may charge for the additional usage. Such permission must be obtained in writing before any of the aforesaid artwork, images, text, or other data is used.

Any software, code, plugin or other third party material used in a web or digital project remains the property of the creator and any ongoing licence fees or fees for upgrades are the responsibility of the client, not IPW1 / Instant Print West One.

By supplying images, text, or any other data to IPW1 / Instant Print West One, the customer grants IPW1 / Instant Print West One permission to use this material freely in the pursuit of the design.

Should IPW1 / Instant Print West One, or the customer supply an image, text, audio clip or any other file for use in a website, multimedia presentation, print item, exhibition, advertisement or any other medium believing it to be copyright and royalty free, which subsequently emerges to have such copyright or royalty usage limitations, the customer will agree to allow IPW1 / Instant Print West One to remove and/or replace the file on the site.

The customer agrees to fully indemnify and hold IPW1 / Instant Print West One 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.

Alterations

The customer agrees that changes required over and above the estimated work, or in addition to the agreed scope, or where the client makes changes to the supplied copy or changes required to be carried out after acceptance of the draft design, will be liable to a separate charge.

The customer also agrees that IPW1 / Instant Print West One holds no responsibility for any amendments made by any third party, before or after a design is published.

Licensing

Any design, copywriting, drawing, idea or code created for the customer by IPW1 / Instant Print West One, 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 express written consent of IPW1 / Instant Print West One and any of its relevant sub-contractors.

All design work – where there is a risk that another party make a claim, should be registered by the client with the appropriate authorities prior to publishing or first use or searches and legal advice sought as to its use.

IPW1 / Instant Print West One will not be held responsible for any and all damages resulting from such claims.

IPW1 / Instant Print West One is not responsible for any loss, or consequential loss, non-delivery of products or services, of whatever cause. The customer agrees not to hold IPW1 / Instant Print West One responsible for any such loss or damage.

Any claim against IPW1 / Instant Print West One shall be limited to the relevant fee(s) paid by the customer.

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Data Formats

The client agrees to IPW1 / Instant Print West One's definition of acceptable means of supplying data to the company.

Text is to be supplied to IPW1 / Instant Print West One in electronic format as standard text (.txt), MS Word (.docx) or via e-mail / FTP or shared folder.

Images which are supplied in an electronic format are to be provided in a format as prescribed by IPW1 / Instant Print West One via e-mail / FTP. Images must be of a quality suitable for use without any subsequent image processing, and IPW1 / Instant Print West One will not be held responsible for any image quality which the client later deems to be unacceptable.

IPW1 / Instant Print West One cannot be held responsible for the quality of any images which the client wishes to be scanned from printed materials.

Additional expenses may be incurred for any necessary action, including, but not limited to, photography and art direction, photography searches, media conversion, digital image processing, or data entry services, colour correction and alteration of images

Design Project Duration

Any indication given by IPW1 / Instant Print West One of a design project's duration is to be considered by the customer to be an estimation. IPW1 / Instant Print West One cannot be held responsible for any project over-runs, whatever the cause. Estimated project duration should be deemed to be from the date that cleared funds are received by IPW1 / Instant Print West One for the initial payment or by date confirmed in writing by IPW1 / Instant Print West One.

Rights of Access for Website Construction

The client agrees to allow IPW1 / Instant Print West One all necessary access to computer systems and other locations, as required, in order to complete a website project and until all due funds are cleared, including the necessary read/write permissions, usernames and passwords.

The customer also agrees to allow IPW1 / Instant Print West One access to any computer systems, usernames and passwords required to remove data and/or sites for failure to comply with these Terms and Conditions.

The customer agrees to supply IPW1 / Instant Print West One with all necessary materials, electronic, or otherwise, required to create and complete the project, and to supply them in a timely manner.

Design Project Completion

IPW1 / Instant Print West One considers the design project complete upon receipt of the customer's signed Approval form or signoff email. Other services such as printing, display panel production, filmwork, website uploading, publishing etc either contracted on the client's behalf constitute a separate project and can be treated as a separate charge.

Design Credits

The customer agrees to allow IPW1 / Instant Print West One to place a small credit on printed material exhibition displays, advertisements and/or a link to IPW1 / Instant Print West One own website on the customer's website. This will usually be in the form of a small logo or line of text placed towards the bottom of the page.

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The customer also agrees to allow IPW1 / Instant Print West One to place websites and other designs, along with a link to the client's site on IPW1 / Instant Print West One's own website for demonstration purposes and to use any designs in its own publicity and portfolios.

Rights of Refusal

IPW1 / Instant Print West One will not include in its designs, any text, images or other data which it deems to be immoral, offensive, obscene or illegal. All advertising material must conform to all standards laid down by all relevant advertising standards authorities. IPW1 / Instant Print West One also reserves the right to refuse to include submitted material without giving reason. In the situation where any images and/or data that IPW1 / Instant Print West One does include in all good faith, and subsequently discovers is in contravention to such Terms and Conditions, the customer is obliged to allow IPW1 / Instant Print West One to remove the contravention without hindrance, or penalty. IPW1 / Instant Print West One is to be held in no way responsible for any such data being included.

Cancellation

Cancellation of orders may be made initially by telephone contact, or e-mail, however, following this, IPW1 / Instant Print West One will need formal notification in writing to the company's postal address. The client will then be invoiced for all work completed over and above the non-refundable deposit that will have been made at the time of first ordering. The balance of monies due must be paid within 30 days. Please note: any cancellation which is not formally confirmed in writing and received by IPW1 / Instant Print West One within 14 days of such instruction being issued, will be liable for the full quoted cost of the project.

Disclaimer

IPW1 / Instant Print West One makes no warranties of any kind, express or implied, for any and all products and/or services that it supplies. IPW1 / Instant Print West One will not be held responsible for any and all damages resulting from products and/or services it supplies. IPW1 / Instant Print West One is not responsible for any loss, or consequential loss of data, or non-delivery of products or services, of whatever cause. While we take reasonable steps to investigate the materials we recommend, we accept no responsibility for the performance or quality of materials or any consequential loss arising from their failure. The customer agrees not to hold IPW1 / Instant Print West One responsible for any such loss or damage. Any claim against IPW1 / Instant Print West One shall be limited to the relevant fee(s) paid by the customer.

IPW1 / Instant Print West One 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. IPW1 / Instant Print West One will not knowingly perform any actions to contravene these and the client also agrees to be so bound.

IPW1 / Instant Print West One and its clients agree to comply with Printers Terms and Conditions which include disclaimers for non-completion on time and the flexibility to supply quantities within 10% of the total ordered. IPW1 / Instant Print West One recommend that if an exact quantity is required, then 10% extra is added to the quantity and extra time made available should the job be delayed.

General

These Terms and Conditions supersede any previous Terms and Conditions distributed in any form. IPW1 / Instant Print West One reserves the right to change any rates and any of the Terms and Conditions at any time and without prior notice.

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Acceptance of Terms and Conditions and Quotation

The placement of an order for design and/or any other services offered by IPW1 / Instant Print West One, by email, verbally or in writing, is deemed to be acceptance of these terms and conditions, which are freely available on our web site.

An estimate validated by the customer's signature on the estimate or quotation form, or by email, constitutes acceptance of the estimate or quotation and agreement to comply fully with all the Terms and Conditions and forms a Contract for Business between the signatory and IPW1 / Instant Print West One.