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Terms and conditions of engagement

Definitions: "I/me/my" means Kate Parsons. "You/your" means the person, firm, company or organisation placing an order with Kate Parsons.

Before starting any work for a client I require written notification – a Work Order – that you engage me to work (a purchase order, purchase order number, email or letter which must include your contact details and full postal address). You are engaging my creative services which is charged by the amount of time taken on each project. I supply an estimate of the time required based on the brief you have given that will include time for a stated number of reviews and amendments. Should completion take more time than estimated, I will advise you in good time and we will agree how to proceed. My receipt of a Work Order shall indicate your acceptance of these terms and conditions. Your terms and conditions, unless previously submitted and agreed to between us, shall not be binding.

Payment: After completing work as agreed under your first Work Order I will submit an invoice with immediate payment terms. Subsequent invoices require payment within 28 days. If payment is not made by the due date I may, without prejudice to my other rights, and in accordance with the Late Payment of Commercial Debts Act (1988) charge interest (both before and after any judgement) at 8% above Bank of England base rate calculated on a day-to-day basis until payment is made in full. This interest charge will be invoiced in a separate invoice.

Print: According to your preference when the intended purpose of my creative work is printed matter I can supply print-ready artwork for you to supply to a printer, or manage the print on your behalf. Print management means obtaining competitive quotes on your behalf, liaising with the printing company to oversee the print process (i.e. organise proofing and delivery). I charge 15% of the nett print cost for print management. Where I am required to submit artwork to a printer, but not oversee the print process, I will make sure as much as possible that colour values are appropriate: I recommend clients to request sufficient proofs from the printer to assure print quality is to their liking prior to commencement of the print run. I can take no responsibility for poor print results from files I have generated.

No liability after client sign off: I will not release digital artwork for print to the client until client approval has been given in writing, after which time I take no responsibility for errors or omissions found, or for costs incurred to make good errors. I will thoroughly proof-check work prior to passing to client for final approval, but the ultimate responsibility lies with you.

Copyright is an automatic right given in law to the creator. The right to use the artwork I create is passed onto you for the purpose intended – promotion, marketing and publicity of your business as outlined in the Work Order only – I retain the copyright and ownership of electronic files.

Third party suppliers: with your agreement I will engage services of associate design communication professionals (such as web programmers, illustrators) on my terms (that is I supply the third party with a Work Order and pay third party's invoice). I will not mark-up the third party's invoice, but will charge you for organisational time spent. For larger contracts I will inform you in advance that I recommend you engage them (that is, issue a Work Order to the third party and pay third party invoice directly). Organisational time will be charged as before.