

**Trading Terms and Conditions with S G Visuals Ltd, Hereafter referred to as 'Supplier'**

1. All prices estimated, whether written or verbal, are subject to further costs for any additional requirements of the brief, including amendments/additional requirements by the client.
2. All jobs invoiced by Supplier are subject to payment whether or not a PO has been raised by Client. Non-payment of any invoice will result in legal action to recover any outstanding amount.
3. Whilst every effort is made to achieve agreed deadline, non-adherence to this schedule by Client will not render Supplier financially liable for any targets or deadlines being missed for any delivery of work.
4. Clients requiring work from outside of the UK will be required to pay 50% of the agreed cost in advance before any work is commenced.
5. Payment terms are strictly 30 days from receipt of invoice, an interest penalty may be incurred for accounts which are not paid by this time.
6. Additionally, Supplier has the right to invoice for work put on hold by Client for any reason.
7. All work created by supplier, including digital files and drawings, remain the property, both physically and intellectually, of Supplier until full payment has been received off Client. This also applies to copyright.
8. Once job has been approved by Client, any faults that arise will not result in Supplier being liable financially or otherwise.
9. It is the Clients responsibility that all reference (including, but also not limited to images - photos, diagrams or illustrations, the Clients' own and third party logos as well as intellectual property in various media) provided to Supplier by the Client will have the relevant copyrights, licenses and permissions for use in the commissioned project. Supplier will accept no responsibility/liability whatsoever for infringements caused by any supplied reference material.
10. Whilst taking all care to protect all media and correspondence supplied, Supplier cannot accept liability or be held responsible financially or otherwise for any loss.
11. Supplier will not accept liability for any allegation or claim from the Client or any Third Party as the result of unintentional similarity in part or whole of a Third Party's copyright protected or registered trademark or brand, identity, strapline, colour usage, image style and content, product or otherwise. It is the sole responsibility of the Client to seek copyright protection if desired for any creative/ intellectual property provided to the Client by Supplier.
12. If at any point during the job Client wishes to cancel, they may do so but will be invoiced an amount that Supplier believes to be proportional to the amount of work completed to that point.
13. The Supplier reserves the right to use both initial creative concepts and final work for the purpose of the Suppliers own marketing activities (both online and offline) unless otherwise requested/agreed with the client.
14. Client agrees that cancellation of work 24 hours before commencement will result in Client being charged by Supplier a fee equal to a standard days work. 48 hour cancellation would incur a half day fee.
15. By commissioning the Company, the Client is agreeing fully to its Trading Terms and Conditions as set out in this document.

The following details must be completed and returned to Sarah Govia at  
sarah@sgvisuals.com

On behalf of .....  
the above terms and conditions are agreed:

Name.....  
Position .....  
Date.....  
Email.....