

Terms and Conditions

Estimates are based on the information provided before starting work and are purely estimations that are subject to change. Timescales and costs are ongoing with the job in question and will change due to lack of, or misinformation, text, or image, amendments, etc. An effective way to keep close to the estimation is to provide ALL content and information correct at start of work.

A work in progress clause applies – should design work be sent to the client as requested and no further amends are then received yet are expected, despite contact being made by Purplelily to the client, for one month (4 weeks) work will be put on hold. An invoice will then be issued for work in progress to date. Should the work continue any additional work will be charged for on completion providing there are no further delays in workflow.

VAT will not be added to costs at present, however, this may be subject to change in the future.

Please note that the figure overleaf is based on an agreed hourly/daily rate and should be paid **not later than 14 days** after the date on the above invoice. Any delay in payment that is not discussed and agreed within a reasonable timescale may be subject to an interest payment added to the overdue amount, this will be based on the current rate of 5%. Failure to pay within this period may also result in court proceedings being taken. In addition to the right to charge interest any legal fees will be met with the amount of overdue payment. Administration charges will also be charged where excessive internal costs occur recovering overdue accounts.

Any dispute with regard to work done should be addressed at the time of production and not after invoice is due to be paid. Failure to notify and queries at the right time may lead to difficulties in resolving the issue and show the client to be happy with work done, be it design or artwork for print. Purplelily, and it's originator, accept no responsibility for printed matter after it's release to the printer – unless it has been requested that the client would like Purplelily to oversee the printing of work done.

Any purchases made for print or stock images will need to be paid for in advance as Purplelily will be charged as such.

In the event that the client should wish to change supplier of design and artwork for print and requests files on a number of jobs a handling fee will be charged for burning to disk, or uploading online. Purplelily will hold such original files as reference/Intellectual Property. Files are not to be changed without Purplelily's permission and artwork remains Purplelily's Intellectual Property as the originator of the design e.g. adjustments to logo designs must be done by, or permitted by, Purplelily. Purplelily accepts no responsibility for any claims, costs or expenses occurred due to any infringement of copyright, patent or design.

Any discounts are provided at Purplelily's discretion. Purplelily reserves the right to withhold discounts if work is not completed or invoice payment is late.

Any work done over the time scale of 40 hours per week, or work carried out at weekends, will be considered as overtime and will be charged at a rate of 1.5 x the agreed hourly rate.

Force Majeure – every effort will be taken to complete all works of design and artwork for print subject to cancellation as a result of illness, injury or Act of God, War, Strike, Fire, Flood, Drought, Legislation, or any other cause beyond Purplelily's, or its originator's, control.

For BACS payments please call **07799 455041** or email **creative@purplelilydesign.co.uk** for details.

Thank you.