



TERMS & CONDITIONS

These Terms and Conditions apply to the provision of all Services by us, **Velocity Design & Marketing, of Top Floor, Brook House, 13 Brook Street, St Neots, Cambs PE19 2BP** ("the Agency/we/us/our").

1. Definitions and Interpretation:

- 1.1 In these Terms and Conditions, unless the context otherwise requires, the following expressions have the following meanings:

"Client/You/Your" means you, the individual, firm or corporate body purchasing the Services. Where an individual is entering into this Contract on behalf of a business, the individual confirms they have the authority to do so and to contractually bind that business and the business shall be the Client in the context of this Contract;

"Contract" means the contract formed as detailed in clause 2, which includes the acceptance of these Terms and Conditions;

"Quotation" means the written quotation provided by us to you, which unless otherwise stated, remains open for acceptance for a period of 14 days and constitutes our entire scope of works; and

"Services" means the design, branding, web design, photography, social media management and/or any other services provided by us to you.
- 1.2 Unless the context otherwise requires, each reference in these Terms and Conditions to:
 - 1.2.1 "writing" and "written" includes emails and similar transmissions;
 - 1.2.2 a statute or a provision of a statute is a reference to that statute or provision as amended or re-enacted at the relevant time;
 - 1.2.3 "these Terms and Conditions" is a reference to these Terms and Conditions as may be amended or supplemented at the relevant time;
 - 1.2.4 a clause is a reference to a clause of these Terms and Conditions;
 - 1.2.5 a "Party" or the "Parties" refer to the parties to these Terms and Conditions.
- 1.3 The headings used in these Terms and Conditions are for convenience only and shall have no effect upon their interpretation. Words imparting the singular number shall include the plural and vice versa. References to any gender shall include the other gender. References to persons shall include corporations.
- 1.4 No terms or conditions stipulated or referred to by you in any form whatsoever shall in any respect vary or add to these Terms and Conditions unless agreed by us in writing.

2. The Contract

- 2.1 We will provide you with a written Quotation for our Services. The acceptance of our Quotation, electronically or otherwise, or the placement of an order, creates a legally binding Contract between you and us, and includes the acceptance of these Terms and Conditions, which will apply between us.
- 2.2 You are responsible for the accuracy of any information you submit to us and for ensuring that our Quotation reflects your requirements. Our Quotation is based on your brief and any other information provided to us at the time we prepare it. If any errors or discrepancies become evident, we reserve the right to make adjustments to it.
- 2.3 You agree to provide us with any information, advice and assistance as we may reasonably require within sufficient time to enable us to perform the Services. However, any timescales we provide are a guideline only and are not of the essence of the Contract.

3. Branding, Graphic and Web Design:

The following clause applies if we are providing graphic design, branding and/or web design Services only.

- 3.1 We will provide you with design concept(s) as necessary, based on the brief you have given to us. We will require your input and feedback on these concepts, as we will work on your preferred concept through to completion.
- 3.2 We will provide you with design proofs, which must be signed off by you in writing. It is your responsibility to check for mistakes, including spelling mistakes, at this stage and we accept no responsibility for the same.
- 3.3 We will accommodate up to three sets of changes to your preferred concept without charge. If you require more than three sets of changes, any additional changes may be chargeable at our discretion.
- 3.4 Any alterations required after approval of the final design, any changes to the brief or any additional visits required above the allowance included for in the Quotation will be chargeable at our standard rate applicable at the time.
- 3.5 If we are providing web design services, unless otherwise agreed, we will not be responsible for the building of the website and you will be required to engage a separate company for this.
- 3.6 You will be required to send us any information we need to provide our Services, in a timely manner. This includes, but is not limited to, existing logos, copy, graphics and pantone colour references, in the agreed format.
- 3.7 We will use our own exclusive judgement when providing the Services and deciding upon artistic and other subjective factors. We will not accept liability, and no refunds will be offered, in the unlikely event that you are dissatisfied due to a matter of personal taste.

4. Photography:

The following clause applies if we are providing photography Services only.

- 4.1 You are required to provide us with as much information as possible about the photo shoot when making your initial enquiry with us, including any specific events, people or compositions you wish for us to capture.
- 4.2 Any such specifics we may discuss are a guide only and are dependent on the circumstances, such as timing, weather, venue issues, willingness of participants, and delays.

- 4.3 Please also bear in mind that impractical layout and low lighting could significantly affect the quality of the photos.
- 4.4 It is your responsibility to arrange hire and access to the venue at the times and date(s) agreed. It is also your responsibility to book and advise the venue in advance that photography is to take place and to post disclaimers at the venue highlighting that it is being used for photography, where necessary.
- 4.5 We will use all reasonable endeavours to ensure a successful outcome, however we cannot guarantee the willingness or quality of performance of any featured participants.
- 4.6 We will use our own exclusive judgement when selecting equipment and deciding upon artistic factors such as composition, lighting and style.
- 4.7 We will accommodate minor editing changes before the final version is issued to you, without charge. Any other changes required will be chargeable at our current rate in effect at the time. We also reserve the right to charge additional costs if the original brief changes at any time.

5. Social Media Management and other ongoing Services:

The following clause applies if we are providing social media management or other ongoing Services only.

- 5.1 The Contract for any ongoing Services will be for an initial term of 3 months and thereafter, it will be automatically renewed, with the exception of the price, on the same terms and conditions as set out in this Contract on a rolling 3 month basis unless a written notice to terminate is given by either party in accordance with clause 9 below. We will notify you of any such price increase in accordance with these terms and conditions.
- 5.2 In order to provide our Services, we will need access, approvals and logins to your social media sites, as necessary. Please provide this to us on acceptance of our Quotation to avoid delays.
- 5.3 You will be required to provide us with suitable and sufficient information so we can create content to post. We will draft a plan of the number of posts, time to be posted and wording of posts, which must be approved by you in writing before we upload them. We cannot not be held liable for any delays in the Services where this is due to a lack of information or delay in approval.
- 5.4 Where we have agreed to carry out pay-per-click advertising campaigns on your behalf, you will be required to agree to the relevant advertising campaign website's terms and conditions and a separate contractual relationship will be created between you and the campaign website.

6. Fees

- 6.1 Unless otherwise agreed by us in writing, our payment terms for our one-off Services detailed in clauses 3 and 4 are as follows:
 - 6.1.1 50% of the quoted fee is due upon acceptance of our Quotation. Orders will not be deemed confirmed until the deposit is paid in full. This deposit is non-refundable;
 - 6.1.2 50% of the quoted fee will be invoiced on completion of the Services, or after a draft version has been issued to you and we have received no communication from you within a reasonable period of time, whichever is the sooner.
- 6.2 Notwithstanding the above, we reserve the right to charge additional interim progress payments as the works progress. We also reserve the right to request 100% of the quoted fee up front at our sole discretion. In either event, we will notify you accordingly in advance.
- 6.3 Payment for our ongoing Services detailed in clause 5 is due on a monthly basis, in advance.
- 6.4 Our time for our Services is calculated in minimum units of 30 minutes and will be rounded up to the nearest 30 minute interval.
- 6.5 All invoices are payable within 14 days from the date of invoice, unless otherwise specified.
- 6.6 You agree to pay for mileage, if we are required to attend meetings, together with any additional services provided by us that are not specified in the Quotation. These additional services will be charged in accordance with our current rate in effect at the time or such other rate as may be agreed.
- 6.7 All sums payable by either Party are exclusive of VAT (where applicable) or any other taxes on profit, for which that Party shall be additionally liable. All payments are to be made in pounds sterling without any set-off, withholding or deduction except such amount (if any) of tax as you are required to deduct or withhold by law.
- 6.8 The time of payment shall be of the essence. If you fail to make any payment by the due date then, without prejudice to any right which we may have under to any statutory provision in force from time to time, we shall have the right to suspend the Services and charge you interest at a rate of 8% per annum above the Bank of England base rate from time to time, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. Such interest shall be calculated on a daily basis and will accrue after as well as before any judgment.

7. Your Responsibilities

- 7.1 You agree, where applicable, to:
 - 7.1.1 provide us with any information, advice and assistance as we may reasonably require within sufficient time to enable us to perform the Services;
 - 7.1.2 respond to communications from us and provide approvals in a timely manner;
 - 7.1.3 nominate a decision-maker to act as your representative to liaise with us regarding the Services; and
 - 7.1.4 obtain and maintain all necessary licences, permissions and consents in connection with the Services.
- 7.2 If you fail to meet any of the provisions of this clause 7, without limiting our other rights or remedies, we will:
 - 7.2.1 have the right to suspend performance of the Services until you remedy the default;
 - 7.2.2 not be held liable for any costs or losses sustained or incurred by you arising directly or indirectly from our failure or delay in performing any of our obligations as a result; and

