

terms of business

Estimates are based on the clients brief and the specifications indicated. Provided the project goes ahead on this basis, these costs become fixed. However, changes to the agreed specification before and during the project, or any client modifications and requests for additional work not budgeted for, may incur additional charges.

These will be identified and discussed with the client before proceeding. Our fees are fixed for one month from date of estimate. For print, paper prices fluctuate and as such are subject to change up to placing of an order. We will advise the client of any changes and requote as necessary.

Confirmation

Written confirmation accepting our estimate or a purchase order is required before work can commence, quoting our estimate number.

Approvals

The client will be required to approve and sign off designs, copy, artwork and proofs before final printing can begin. to the point (ttp) will take reasonable precaution to ensure accuracy of text and visual materials, but ultimate responsibility for sign off lies with the client.

Deliveries

ttp will make every effort to ensure all delivery deadlines are met and goods are received in good order. However, ttp accepts no responsibility for any loss arising from third party delays or damage.

Invoicing

Fees and our supplier costs will be invoiced on completion of a project or at stages if the project is likely to continue for longer than one month. Payment terms is net 30 days. ttp reserves the right to charge interest on outstanding accounts at 2% above bank base rate. If a project is discontinued for whatever reason, all fees and our supplier costs will be payable in full for the work completed to date. All queries regarding invoices should be brought to our attention within 14 days of receipt of invoice.

VAT

VAT is added at the appropriate rate.

Copyright

The copyright of the client selected/used designs originated by ttp will be transferred to the client on full payment of our fees and costs unless otherwise agreed by a usage licence. Copyright of designs that are not selected/used remain with to the point unless otherwise agreed. Copyright and usage fees for photography and illustrations is subject to separate agreement between the client and to the point and/or the artist.

Liability

ttp will not knowingly infringe any third party rights and assume that all material supplied by the client does not infringe third party rights. ttp restricts contractual and general law liability to the amount received under the contract and liability in tort to the amount recoverable under insurances from time to time.

Confidential information

There is a mutual obligation by all parties concerned to preserve confidential information.

Publicity

ttp reserves the right to publicise work produced for the client other than when contractually bound not to do so. ttp requests all printed literature designed by ttp to have a discreet reference number for digital archiving and a design credit to avoid passing off.