

## Terms & Conditions

**INTELLECTUAL PROPERTY** - All materials, ideas & suggestions remain the Intellectual Property of Limelight Marketing until such time as work is undertaken and paid for. IT (Intellectual Property) cannot be shared with 3rd parties and/or competitor agencies without prior written permission. Ideas may be used in conjunction with another agency's engagement for a fee approved prior to commencement.

**CLIENT CONFIDENTIALITY** - All sensitive client information disclosed during our discussions will be treated with the highest level of confidentiality and not discussed with any 3rd party without the client's prior knowledge and written permission. Limelight Marketing is registered with the Data Protection Act.

**LIKE FOR LIKE** – With any comprehensive marketing proposals, there are multiple options available to the client with regards to the print, design, feel and style of any materials. As such, we would request that you match our quote 'like for like' with any 3<sup>rd</sup> parties.

**RESEARCH** – Limelight Marketing's recommendations are based on information provided by the client and our relevant research, knowledge and experience within the client's industry. Our recommendations are based on tried and tested methods. It is strongly advised the client appoints Limelight Marketing for any copywriting required to ensure maximum impact from the synergy of design and content.

**PROOF READING AND COPYRIGHT** – Limelight Marketing shall not be responsible for any errors following signed approval electronically, verbally or in writing. Copyright shall remain with Limelight Marketing until all invoices are settled.

**COLOUR MATCHING** – Limelight Marketing employs the most modern methods of working and takes into account, wherever technically possible, requests regarding colour matching. No responsibility can be taken for misinterpretation of colour when viewed on computer screens or printed on non-colour balanced printers. The translation of colour across different medium can vary depending on print surface, ink and process.

**CANCELLATION OF ORDERS** - Cancellation of orders will not be permitted other than by prior agreement. Any such agreement may be subject to a cancellation charge to cover costs incurred.

**DELIVERY DATES** – Limelight Marketing shall make every effort to ensure orders are completed within the stated time, but will not accept any liability for damages in the event of failure to do so.

**WEB/E-MAIL HOSTING** Limelight Marketing uses reputable hosting services that operate a guaranteed 99% minimum uptime. On a 'site live' date or date in which the site is transferred to our control, we shall make every effort to ensure the downtime is kept to a minimum. Limelight Marketing cannot take responsibility for hacking, malware and virus intervention caused by insecure passwords/access to CMS control panel. E-Mail is supported for hosting only, not delivery to your email software/device/facility; Limelight Marketing is not an IT or E-Mail support company.

**EXCLUSIVITY** – Limelight Marketing cannot guarantee complete marketing exclusivity within any industry; however, we will ensure a different account manager is assigned wherever possible.

**PAYMENT** – This quote is valid until 31<sup>st</sup> October 2012  
Prices are subject to VAT @ 20% where applicable.

Standard payment terms are as follows (unless otherwise pre-agreed):

Photography and graphic design: 50% deposit

Web design: 50% deposit, balance within 14 days of LIVE date or if hosted by 3<sup>rd</sup> party by delivery date

Print: 100% payment prior to artwork approval.