

Please take the time to read these Terms & Conditions. Valid as of 03/01/2012

My Contract With You

By entering into a contract with Moore Marketing, you confirm that you've been given the opportunity to read my Terms & Conditions, and that you agree to be bound by them. The contract is made between us when you commission my services in writing (which includes email), accepting my quotation and providing me with a full creative brief for the job. Quotations for work are valid for 28 days.

What's Included?

My ultimate goal is to provide final copy that you're 100% happy with. Within the agreed timescales, I'll give you a 1st draft to have a look at. Then I will either incorporate your feedback/comments into a 2nd draft and send it to you for signoff, or start again from scratch if the work is not as you expected. If a 3rd draft is needed with some minor amendments, that's no problem, I'll always try to be as flexible as possible. However, I reserve the right to make reasonable extra charges for further redrafts/rewrites, especially if these are due to significant changes to the original brief. I will always confirm any extra charges to you before I do any more work.

Payment Terms

I will invoice for work once I've sent you the final version of the copy. Please make payment by bank transfer within 10 days of the invoice date. For some types of job (and for all jobs over £500/chf700), I reserve the right to charge a deposit of 50% of the total cost, payable upfront.

Cancellation

If you commission me to start work and subsequently want to cancel the job before I've finished it (within the agreed timescale), I will invoice you based on the amount of work I've already completed. I aim to be as flexible as possible, but as the most labour-intensive part of each project is very often the initial stages, I reserve the right to charge up to 100% of the total cost of the job if you decide to cancel due to reasons beyond my control.

Copyright

The copyright ownership of all material produced by Moore Marketing remains with me until I've received your full payment for the job. Once you've paid in full, the copyright passes to you, but I reserve the right to publish samples of the work at www.mooremarketing.co.uk or in any other promotional materials. I'm happy to include a link to your own website alongside the work sample if you like. Documents of a sensitive or confidential nature, such as company reports, may be exempt from promotional use as long as you make a specific request preventing any reproduction of the work.

Images

If you ask me to source images to accompany our copy, use of these images will be charged at cost, plus a service fee of £25 - £100 depending on the quantity of images required. An estimate of these costs will be included in my quotation. You must comply with any copyright regulations attached to the images, which generally means they may only be used for the publication I sourced them for, and may not be reproduced or redistributed elsewhere.

Indemnity

I take great care and pride in my work, and make every effort to ensure that copy is free of spelling mistakes and factual errors. However, the responsibility for checking for spelling mistakes and factual errors is yours, and I can't be held liable for any loss or damage suffered by you or any 3rd party as a result of the use or reproduction of the copy or images we've supplied to you. Also, you agree to indemnify Moore Marketing in respect of any claims, damages or costs arising in any manner from its use or reproduction.

Variation

These Terms & Conditions can't be varied, except by prior agreement in writing from Moore Marketing.