

armadillo

CREATIVE

ARMADILLO CREATIVE LIMITED Vita House, Fish Quay, North Shields, Tyne & Wear NE30 1JA
T: 0191 257 8380 F: 0191 257 8342 E: info@armadillo-creative.com www.armadillo-creative.com

Outline Terms of Trading

Work Specification and Quotations

Following discussion with the client a specification and quotation will be provided.

The specification will detail work required by the client, and any requirement for materials/content to be supplied from the client.

A requested delivery date where required will be specified, and any requirement for cut off dates on proofs etc will be listed.

The cost to the client will be quoted exclusive of VAT, and any additional charges will be clearly specified.

Acceptance of quotation

Clients must approve the quotation in writing, agreeing to our standard terms and conditions prior to Armadillo commencing the requested work.

Where a client does not operate their own purchase order system, they may return the quotation form, duly signed and dated.

Amendments.

Any additions or changes to work specifications will be confirmed in writing to the client. Where these include additional costs or charges the client must return a signed copy confirming their acceptance.

Payment Terms

All invoices are payable upon receipt, payment to be received within 7 days, unless a credit account has been granted.

Credit Account Facility

A credit account may be requested by completion of the company's Trade Credit Application form.

Following suitable references a Credit Limit will be established and the Client will be notified in writing.

Credit Account Invoices are payable within 30 days of Invoice.

Credit Limits are reviewed regularly and may be adjusted to accommodate increasing trade.

Credit Accounts that exceed their approved credit limit, or exceed the 30 day settlement period will require an immediate payment to restore the account facilities.

Credit Account facilities may be withdrawn at anytime by notification to the client in writing, at which point all outstanding invoices will revert to payment on receipt.

Advanced Payments

Where work required involves a degree of labour and/or materials cost, we will require a stage payment from the client of 50% payable in advance of work commencing. The balance of payment (50%) will then become due upon receipt of our full invoice.

Web development and hosting completion payments will be required prior to the website being activated on the World Wide Web.

Credit Checks

A Credit Check will be performed on all businesses where the total value of work to be undertaken is in excess of £3000.

Payment Methods

Payments should be made by Bank Giro Credit, or Internet Banking. Details available on request.

Alternative payment can be made by cash or cheque made payable to Armadillo Creative Ltd.

Late Payments

A late payment charge of 2% above the bank interest rate will be levied on any account that is not settled within the agreed terms.

Copyright & Ownership

Copyright and ownership of all creative and goods supplied remain with Armadillo Creative Ltd until full payment for services or goods is received.

A full copy of Armadillo Creative Ltd standard terms and conditions of trading are available upon request.

E&OE