

# elegant

communication

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## Terms & Conditions

Revision 01, dated 24 May 2016

### General

In order Elegant Communication UK Ltd to proceed with the execution of a project outlined in a Quotation, the Customer shall issue a Purchase Order (PO).

Upon receipt and acceptance of a PO (that is consistent with the Quotation), Elegant Communication UK Ltd. will provide the services and deliverables (Deliverables) that are specifically set forth in the Quotation.

Any changes to an accepted Quotation by the Customer that require increased work or unit quantities by Elegant Communication UK Ltd shall be subject to reasonable adjustment in the cost, schedule, or both.

### Printing-Production Proof (for Artworks)

It is the Customer's responsibility to request hard copy proofs or print quality samples from us for final sign off, or correction, as printer proofs can often differ from supplied artwork files. It is to be understood that laser, ink jet, jpeg or pdf/digital proofs etc, may not accurately represent final print quality, and are purely for rough visual/copy approval purposes only.

The Customer is ultimately responsible for the accuracy, correctness and legal/regulatory compliance of all copyrights, trademarks, colours and dimensions, whether supplied by the Customer or by Elegant Communication UK Ltd, and in particular is responsible for proof reading and signing off (Printing Proof Approval Form) on final version of the artwork before going to print (Final version refers to last electronic or hard copy proof submitted prior to signing off).

If a proof containing errors is approved by the Customer, the Customer is responsible for payment of all original costs of printing, including corrections, reprint and shipment/delivery expenses.

### Schedule

Elegant Communication UK Ltd shall deliver the Deliverables at the time and in the manner specified in the Quotation. Elegant Communication UK Ltd shall not be responsible for any delays in delivering the Deliverables that are caused by Customer's delay, failure of Customer to timely perform any of its obligations or lack of Customer's response in delivering materials or information needed for project completion.

### Packaging and Palletization

Carton boxes and Euro pallets are used for the delivery/shipment of Deliverables. Any special packaging or palletization requirements of the Customer shall be conveyed to Elegant Communication UK Ltd upon acceptance of the PO issued by the Customer.

### Payment Terms

Before starting the project 50% down payment is required. Failure of the Customer to make the down payment at the scheduled date will result in delay in project commencement. The balance of payment will be due in full on project completion and shall be paid in full before shipment (when applicable). Failure of the Customer to make final payment will result in delay of Deliverables shipment.