

THE ROOM CO

APPOINTMENT OF SERVICES

TERMS & CONDITIONS

03

the room

Completed Projects

The Client agrees to allow The Room Co the free use of work produced to promote The Room Co i.e. portfolio or website.

Costing /Fees /Payment

- + Price quoted is based on the original brief. If the project varies from the original brief, additional costs may be incurred.
- + 25% deposit required to commence design work.
- + 50% deposit required to commence web work.
- + All work will be 100% invoiced on completion unless otherwise estimated date of completion as defined by the signed quote is extended by the client and thus a 50% invoice will be issued to cover work to date.
- + If the estimated date of delivery is extended by The Room Co, final installment will only be issued on completion of the project.
- + Quote includes three minor sets of author's corrections. Additional client authors corrections and/or variations to the specification will attract additional fees and will be charged at our hourly rate of \$140 p/h.
- + Request for changes will need to be supplied by client in writing.
- + If The Room Co are contracted to provide services for a project and the project is cancelled, The Room Co reserves the right to demand payment for all work and expenses incurred by The Room Co. The Room co does not refund for any monies paid for cancelled jobs.
- + Payment of accounts must be made within 7 days of receipt of invoice unless other terms have been agreed to.
- + The Room Co reserves the right to pursue late payment.
- + Late payment will incur a surcharge of 5% on each invoice issued after the due date.

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Confidentiality

It is agreed that the directors and or employees of The Room Co shall not at any time during the continuance of the work outlined or thereafter, except in the course of their duties divulge any of the confidential affairs of the client to anyone whatsoever without the previous consent in writing by the client.

Liability regarding work and materials provided

It is agreed that all work and materials provided for the client by The Room Co will be free and clear of all liens and encumbrances and may be lawfully used by the client without infringing upon the rights of other including, and without limiting the generality of the foregoing, any copyright trade secret patent or trade mark rights of any third party.