



QUALITY GRAPHICS & PRINT MANAGEMENT

Conditions of Trade and Quotation Acceptance

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Please complete and fax back to 09 473 2332

Quotation Accepted: (Quotation No) 00000

Signed: Name: Date:

For and on behalf of:

GST

All figures quoted by representatives of CDQ Communication Design Limited (CDQ), either in writing or verbally, are exclusive of GST.

Quotations/Estimates Given

Any quotation or estimate given is valid for 30 days from the date shown on that document, and is subject to CDQ Communication Design Limited's 'Conditions of Trade'.

Figures given are based on current paper/material/item costs and may be subject to exchange rate and supplier price fluctuations.

Special Offers

Any special offer is subject to a minimum quote value of \$200 plus GST.

Starting Work

Work cannot be started until we receive a completed copy of this "Conditions of Trade and Quotation Acceptance" sheet.

Customers' Orders

Orders and alterations to orders for goods and services will only be carried out if made in writing by the client and if acknowledged in writing by CDQ. CDQ will not be held responsible for misinterpretation of customers verbal instructions. CDQ will endeavour to make any requested late alterations to orders but this may not be possible due to circumstances beyond our control.

Deposit

A deposit may be required before commencing work.

Payment

Payment for goods and services will normally be required on a "Cash On Delivery" basis. However if a credit account is opened, payment is due on the 20th of the month following invoice unless otherwise stated. A credit account can only be opened if we receive a completed copy of the attached "Account Application" sheet. The opening of any credit account is subject to normal lending criteria.

Credit Limit/Interest

Payment not made within 7 days of due date may, at CDQ's sole discretion, bear interest at the rate of 30% per annum computed from the due date. CDQ may cancel any order undelivered and may withhold delivery of further orders if the client's account exceeds the credit limit set by CDQ from time to time, or payment for a previous invoice is outstanding.

Delayed Payment

If payment is not received within 30 days of being due the account may be sent to a debt collection agency and the client will be liable for all collection and legal cost connected with the recovery of the debt.

Original Material Provided

To provide a very high level of service we ask that our clients provide good quality raw materials ie good quality images, logo files and press-ready copy. If you are unsure of the quality of your raw materials CDQ will guide you, or to help create them.

Suspended Work

The suspension of any work for a period of 30 days shall entitle CDQ to payment in full for the portion of the work completed at the expiration of that 30 day period.

Non Receipt or Damage

All items should be checked on receipt for both obvious and suspected damage. Non receipt or damage must be reported by the client to both the carrier and CDQ within seven days from the date of delivery or the claim may be rejected by CDQ. CDQ will process all approved claims and may forward replacements if necessary.

Returned Goods

No goods shall be returned for credit without the prior approval of CDQ.

Risk

Risk passes to the client on delivery of goods

Ownership

All proposals, ideas, concepts, copy writing, design work, computer files, scans, artwork, special effects, dummies, film, proofs and other items conceptualised, produced or created by CDQ remain the property of CDQ until paid for in full.

Any goods shall remain in CDQ's ownership until those goods and all goods delivered by CDQ to the client have been paid for in full. Pending payment the client shall hold the goods on CDQ's behalf as bailee for CDQ. CDQ reserves the right to enter the client's property and repossess all goods supplied at any time by CDQ to the client.

Delivery of Service

All services, advice, expertise and comments are delivered to the client in good faith. CDQ does not undertake responsibility for action or inaction on the part of CDQ due to the client's failure to provide all relevant and available information. Where specific information or instructions are not given CDQ will undertake to work within the normal industry guidelines.

The client is responsible for ensuring the client is legally entitled to use the material signed off, that it adheres to any laws, guidelines, is honest, decent and ethical.

Limit of Liability

CDQ shall not be liable for indirect or consequential loss or for any loss to a client arising from third party claims occasioned by errors in carrying out the work or by delay in delivery or otherwise. We do not carry Public Liability Insurance Cover or Professional Indemnity Cover.

The CDQ Guarantee - Conditions

The client is responsible for checking and signing off all details and information on any material. Once the material has been signed off by the client the CDQ Guarantee to redesign the work ceases. Once the client has accepted/uses the printing/items CDQ's Guarantee to reprint/remake the work ceases.

Warranties

No warranty, guarantee, representations, quotations made on behalf of CDQ shall be binding on CDQ unless made in writing.

Limit on Storage

CDQ reserves the right to delete computer files/dispose of material associated with the client's work after a period of 18 months.

Applicable Law

These Terms and Conditions of Trade shall be governed by the Law of New Zealand

Phone 0-9-473 1662 **Fax** 0-9-473 2332 **Email** sales@cdq.co.nz **Web** www.CDQco.nz

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