

Terms & Conditions

Rates

Design time is charged at \$110/hour +gst for general work.

Design time includes research, conception, development, production, preparing files for print, and any work carried out by Abbot Design in connection with each project.

These exceptions will be charged at \$75/hour+gst.

- Typing - When copying content or basic copy/data entry is involved
- Phone calls - to and from the client and to suppliers on the clients behalf
- Emails - to and from the client and to suppliers on the clients behalf
- Meetings - with the client and with suppliers on the clients behalf. Excludes the initial meeting with the client for each new project, up to one hour, which is free
- Travel - to and from meetings

Payment

Itemised invoices will be sent out at the end of each month, including during ongoing work where the project runs into the following month, should work have taken place in that time. **Invoices are payable by the 20th of the following month unless otherwise agreed.**

Any invoice that remains unpaid for more than 60 days will be referred to a debt collection agency and will incur a penalty of 20% of the original price added to the outstanding invoice.

Printing

The print management service offered by Abbot Design is dependent on using the printer as recommended by Abbot Design. The client may choose to source their own print company but Abbot Design is not liable should the client be dissatisfied with the quality of the print work.

A relationship between Abbot Design and its suppliers is essential in providing clients with consistent quality and can only be achieved by regular use, so it is highly recommended to use the supplier as provided by Abbot Design.

Payment for large volume print work (deemed to be a financial risk to the supplier) may be requested before print work is commenced. This will be decided on a job by job basis.

Printing includes all processes involved in re-producing an image from electronic file onto any media.



Copyright

All work produced by Abbot Design is protected under the laws of copyright, and is owned by Abbot Design until full payment has been received. At this time ownership passes over to the client, as does the responsibility to protect their image and brand identity.

Travel

Travel time to and from the client, or to and from a supplier, will be charged at \$75/hour+gst, from the time of leaving the Abbot Design office, until arriving back again, up to a maximum of one hour either way within Greater Auckland. Couriers will be used wherever possible. **This does not apply to first time clients at the initial meeting.**

Meetings

First time clients will not be charged for travel time or meeting time, but this initial meeting should be kept to a maximum of one hour.

On contracting with Abbot Design to produce work, all meetings (and travel time) will be charged at the rate of \$75/hour+gst per project.

For each new project with existing clients, the initial meeting for that new project will be free of charge.

Quotes /Estimates

Quotes/Estimates will be provided on request, via email in PDF format. For web design projects this will include the development costs if required. For graphic design projects this will only include the design aspect and will not include printing costs unless specifically requested.

Quotes may vary by a maximum of 10% as is allowed by law.

An estimate is based on previous experience of similar projects. It is not a quote and as such can not be relied on as the final price.

Proofs

Most projects will be emailed to the client for approval. Where printed proofs are required, these will be digitally printed. Where final printing is to use Pantone colours, the printed proof is not to be used as a colour comparison. Pantone colours are only to be compared with the relevant Pantone swatch books.

Where printing in 4 colour process, the final result may vary from the digitally printed proof due to the difference in the two print processes. The digitally printed proof should only be relied upon to show that all elements of the design are included in the final pdf and that all content is correct.



Ownership

The client has ownership of all film, plates, die blocks, embossing blocks, photographic images and any other items produced by Abbot Design and suppliers as part of each individual project, only on receipt of full payment.

On completion and payment of quoted projects, files will be supplied via ftp. A disk of files can be supplied if requested. Disks of files are not supplied for individual, hourly rate projects unless specifically requested. It is preferable for individual files to be sent via email or FTP.

Part Completion

Should the client rescind the contract with Abbot Design before completion of any project, they will be invoiced for all work undertaken up to that point.

Website Anchor Text Links

Abbot Design reserves the right to add a relevant anchor text link back to the www.abbotdesign.co.nz website on all new websites designed by Abbot Design. This is the small text link at the foot of each page. This is seen as 'Graphic design by Abbot Design' or 'Branding by Abbot Design' or 'website by Campbell Abbot, graphic designer' etc. The purpose of these links is to help with Abbot Design's website search engine optimisation.

Self Promotion

By becoming a client of Abbot Design you the client give permission for your name and business/group etc to be listed as being a client of Abbot Design. Abbot Design will be allowed to show samples of work created for all clients on its website (www.abbotdesign.co.nz) or in newsletters in order to promote Abbot Design. In no way will Abbot Design portray itself as belonging to or representing the clients business/group/project etc unless requested.

