

Statement of Intent

Please read and sign the following document.

The following Terms of business have been created to protect both the client
and The Ideas Cupboard Henceforth to be identified as "TIC" during our working relationship.

This statement of intent clearly defines the business process between both parties. It does not replace or diminish our terms and conditions of business but seeks to clarify and simplify aspects pertinent to the project.

Design Rights & Ownership:

Design Rights: All services provided by TIC shall be for the exclusive use of the client. Exemptions to this are for limited promotional use by TIC's and any pre-agreed 3rd parties.

On the receipt of full payment, the following rights to final design work are transferred to the client;
Full design rights & copyright to branding and associate identities
Full licence to the reproduction of any final digital works through ourselves or 3rd party printers.

Ownership: The client will be entitled to full ownership of artwork created during the project upon receipt of full payment of the invoice. Digital works will be provided in a pre-agreed format e.g. PDF, JPEG. All printed works will be provided with a digital copy for client's reference.

3rd Party Contracts: Occasionally TIC will work with 3rd parties to provide you with the full services needed for the completion of the project, this will not affect the design rights or ownership for the client. Where a 3rd party service is needed and was not originally quoted for the client will be made aware and we will discuss options with the client before proceeding, these may include but not exclusively the purchase of fonts or stock imagery for the completion of the project.

Communication:

TIC is contactable Monday to Friday between the hours of **9:00 am and 5:30 pm GMT on 01691 882030**.
Emails should be directed to the point of contact agreed, or:
For general enquires to **studio@iccreative.co.uk**
All account or invoice queries should be directed to **accounts@iccreative.co.uk**
We are available for pre-arranged Skype meetings if required.

Clients: We require our clients to respond fully to communications and requests in a timely manner to avoid any unnecessary delays in the project. Delays generated by not complying with the above may potentially cause the agreed deadlines to be disrupted.

If issues arise with the project we require the client to notify as soon as they become apparent.

Service Fees:

All services are provided prequoted unless otherwise stated. All services are plus VAT at the standard rate. Occasionally work must be carried out outside the original quotation if this is necessary the client will be contacted before work commences.

An indication of charges: Design services are calculated on £38 per hour basis, all work will be quoted for and Printed materials are quoted as based on requirements.

IT Services engineer time is calculated on £38 per hour and is charged for by time used, IT Services hardware is pre-quoted based on requirements.

Acceptance:

Acceptance of the quoted works will result in an invoice being generated, the payment terms of either 50% or payment in full as stated on the invoice will become due.

Work on your project will not commence until required payment has cleared.

Delayed Payments:

If the project has commenced and subsequent invoices are not paid within terms we reserve the right to charge a statutory penalty charge of £40 as per our full terms which can be found on our website.

No further work or services will be carried out until invoices have been cleared.

Cancellation of Services:

After a project has commenced both TIC and the client have the right to cancel, if after 30 days, no communication from the client has been received we will contact the client to ascertain an outcome.

TIC will notify the client in writing of any cancellation to the project, ownership of all copyright shall be retained by TIC. Should the client wish to cancel after the project has commenced all fees will be paid by the client for any work already undertaken. This will be charged at the hourly rate stated above.

Confidentiality:

We require the client to inform us in writing of any confidential elements with a project, this includes any 3rd party information provided to us by the client.

Non-Disclosure Agreement documentation is available from TIC at request.

Indemnity:

The client agrees to hold TIC harmless from any and all losses and claims arising from design or print work supplied by us as per the full terms and conditions

Consent:

Upon receiving and accepting the quote provided by us you will also have received this statement of intent.

This should be read thoroughly, signed and returned to us or an email stating acceptance along with the agreed payment if required for work on your project to commence.

Signed By The Client - Please sign here

Print name

Position within company

Date Signed