

Terms and conditions

(Fax to 0870 383 7287 or post to the address below)

In commissioning The Copy Box, you agree to be bound by these terms and conditions:

1. We price each individual brief based on your budget and requirements, with bespoke discounts for larger projects.
2. We do not charge VAT.
3. The project will be delivered to a deadline agreed by both parties.
4. The stated and agreed price of the project includes two rewrites of the finished first draft to make minor changes within the scope of the existing brief.
5. Further rewrites after the above will incur an additional charge.
6. Rewrites will be completed to a deadline agreed by both parties.
7. The Copy Box makes every effort to ensure that all copy is delivered free from spelling mistakes and other errors. However, it is the client's responsibility to check all copy before final publication, as we cannot be held liable for any errors that may subsequently appear.
8. For new clients, a payment of 50% of the total project fee is payable as a retainer.
9. Clients are invoiced upon completion of the finished first draft of the project, which will be emailed to the client in 'Word' format - or in the case of design work, another agreed format ready for print.
10. All invoices are strictly payable within 14 days of receipt.
11. Late payment of invoices will incur a £40, £70 or £100 debt recovery charge according to the size of the debt, plus interest charged at 8% of the invoice total for every month of late payment.
12. If a client changes an active project brief, further charges will be agreed for the extra work.
13. If a client cancels an active project for any reason, a charge of 25% of the total project fee will be levied to cover work completed and administration costs.
14. These terms are subject to change without prior notice.

Client contact _____

Company name _____

Company address _____

_____ Post code _____

Company phone _____

Project description _____

Total project fee _____

Deposit amount* _____

Signed _____ (On behalf of client)

Signed _____ (On behalf of The Copy Box)

(* Deposits can be paid by cheque made payable to The Copy Box at 3R 32 Bank Street, Hillhead, Glasgow G12 8ND. Alternatively, you can pay by BACS transfer to our Abbey National Business Account No: 40256072 Sort Code: 09-06-66. Please use your company name as a payment reference.)