



theCOPYBOX®

Copywriting, marketing and design

Terms

To confirm your order, please print and sign these terms, then post them to: The Copy Box, Long Barns, 37 Tilbury Road, Great Yeldham, Essex CO9 4JG. Alternatively, please scan them and email them to: info@thecopybox.com

Orders

- 1. We will only start work on your project when you confirm your order by email or post, and pay a 50% deposit (See 'Payment' below). This constitutes a legally binding contract between you and The Copy Box.
- 2. We price each individual brief based on your exact budget and requirements, with bespoke discounts for larger projects. We always provide a fixed price quote for every job and charge VAT on all orders at 17.5%.
- 3. Your project will be delivered to a deadline agreed by both parties.

Payment

- 4. A 50% deposit is required before we start work, payable by BACS transfer to Acc No: 40256072 Sort Code: 09-06-66, or by cheque payable to 'The Copy Box' at the address above.

You will be invoiced for the remaining 50% on completion of the project. Your final invoice will be payable within 14 days. If we receive payment after this time, we reserve the right to charge interest for the period of delayed payment.

- 5. Payment for link building services is 100% in advance.

Revisions

- 6. You must review all submitted work within seven days and flag up any revisions. We will then make one set of revisions within the scope of the existing brief, to an agreed deadline.
- 7. We make every effort to ensure all copy is delivered free from spelling mistakes and other errors. However, it is your responsibility to check all work before final publication, as we cannot be held liable for any errors that may subsequently appear.
- 8. Copyright for your project is transferred to you on final payment. You can then use the copy or design work in any way you wish, although we strongly advise publishing the work in the media for which it was produced.

Changes

- 9. If you change the brief after a project has started, any extra time taken by us in researching, writing or producing your project will incur an additional charge.

Cancellation

- 10. If you cancel a project for any reason after you have instructed us to start work, a charge will be made on the actual time spent on your project to that point – to a minimum of 25% of the project fee.

Promotion

- 11. We reserve the right to use your project in order to promote The Copy Box.

Client Name_____Date_____

Address_____Postcode_____

Project Description_____

Agreed Project Price £_____

Signed_____(For the Client) Signed_____(For The Copy Box)