### Table of Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Order Code</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 transfer checklist (100 leaves) for SECCN ×5 including P&amp;P</td>
<td>SECCN/TCA4100-5</td>
<td>£76.49</td>
</tr>
<tr>
<td>A3 transfer chart (50 leaves) for SECCN ×5 including P&amp;P</td>
<td>SECCN/TCA350-5</td>
<td>£116.49</td>
</tr>
<tr>
<td>3 each of A3 chart and A4 checklist including P&amp;P</td>
<td>SECCN/TCAcombi3x2</td>
<td>£113.99</td>
</tr>
<tr>
<td>3× A3 charts and 1× A4 checklist including P&amp;P</td>
<td>SECCN/TCAcombi3+1</td>
<td>£84.99</td>
</tr>
</tbody>
</table>

Orders should be sent to printorders@lazatek.co.uk using item codes and any other instructions for deliver and invoicing. Terms as per included T&Cs.
Terms and Conditions

The following Terms and Conditions of Service apply to all products and services provided by Justin Kirk-Bayley Ltd, trading as ‘Lazatek’ (henceforth referred to as the company).

All work is carried out by the company on the understanding that the client has agreed to the company’s terms and conditions. Copyright is retained by the company on all design work including words, pictures, ideas, visuals and illustrations unless specifically agreed. Copyright and royalty usage limitations, the company agrees not to hold the company responsible for any such loss or damage. Any claim against the company shall be limited to the relevant fee(s) paid by the customer.

Data Formats

The client agrees to the company’s definition of acceptable means of supplying data to the company and that the company will be under no obligation to use such means. The company reserves the right to reject any data, including, but not limited to, photography and art direction, photography searches, media conversion, digital image processing, or data entry services.

Design Project Duration

Any indication given by the company of a design project’s duration is to be considered by the customer to be an estimate. The company cannot be held responsible for any project over-runs, whatever the cause. Estimated project duration should be deemed to be from the date that cleared funds are received by the company for the initial payment or by date confirmed in writing by the company. The customer agrees to supply the company with all necessary materials, electronic, or otherwise, required to create and complete the project, and to supply them in a timely manner.

Design Credit

The company considers the design project complete upon receipt of the customer’s signed Approval form. Other services such as printing, display panel production, film work, website uploading, publishing, etc. either contracted on the client’s behalf constitutes a separate project and can be treated as a separate charge.

Rights of Refusal

The company will not include in their designs, any text, images or other data which he deems to be immoral, offensive, obscene or illegal. All advertising material must conform to all standards laid down by all relevant advertising standards authorities. The company also reserves the right to refuse to include submitted material without giving reason. Any images and/or data that the company does include in all good faith, and then finds out that it contravenes these Terms and Conditions, the customer is obliged to allow the company to remove the contravention without hindrance, or penalty.

Disclaimer

The company makes no warranties of any kind, express or implied, for any and all products and/or services that he supplies. The company will not be held responsible for any and all damages resulting from products and/or services he supplies. The company is not responsible for any loss, or consequential loss of data, or non-delivery of products or services, of whatever cause. While I take reasonable steps to investigate the materials I recommend, I accept no responsibility for the performance or quality of materials or any consequential loss arising from their failure. The customer agrees not to hold the company responsible for any such loss or damage. Any claim against the company shall be limited to the relevant fee(s) paid by the customer. The company reserves the right to use the services of sub-contractors, agents and suppliers and any work, content, services and usage is bound by their Terms and Conditions. The company will not knowingly perform any actions to contravene these and the client also agrees to be so bound. The company and its clients agree to comply with Printers’ Terms and Conditions which include disclaimers for non-completion on time and the flexibility to supply quantities within 10% of the total ordered. The company recommends that if an exact quantity is required, then 10% extra is added to the quantity and extra time made available should the job be delayed.

General

These Terms and Conditions supersede any previous Terms and Conditions distributed in any form. The company reserves the right to change any rates and any of the Terms and Conditions at any time and without prior notice.

Acceptance of Quotation and Terms and Conditions

The placement of an order for design and/or any other services offered by the company and validated by the customer’s signature on the estimate or quotation form, constitutes acceptance of the estimate or quotation and agreement to comply fully with all the Terms and Conditions and forms a Contract for Business between the signatory and the company.

Design Project Duration

At the time of proposal, the company will provide the customer with a written or emailed estimate or quotation, pursuant to these terms available to the customer. A copy of the written estimate or quotation is to be signed and dated by the customer to indicate acceptance and should be returned to the company. Alternatively, the client may sign a legal order in reply to the estimate or quotation which binds the client to accept the company’s terms and conditions. No work on a project will commence until either document has been received by the company.

Design Changes

Charges for design services to be provided by the company, will be set out in the written estimate or quotation that is provided to the customer. At the time of the customer’s signed acceptance of this estimate or quotation, indicating acceptance of the Terms & Conditions, a non-refundable deposit of 50% of the quoted fee will become immediately due. Work on the project will not commence until the company has received this amount. Charges for any additional services over and above the estimated design, will become payable (100% of the quoted amount) at the time of estimate or quotation acceptance. These charges and the terms of their payment may only be varied by prior, acknowledged, arrangement.

Payment

The customer will be provided with an Approval form and Invoice prior to final publication. During the time the customer is paid in full, the company will consider itself fully paid and will consider the customer’s artwork, images, or other data to be used. The customer will also be required to sign and return the Approval form to the company. Accounts which remain outstanding for 30 days after the date of invoice, will incur an extra charge of 2% per month of the outstanding amount. Payments may be made by cash, cheque, or (for overseas customers), Pound Sterling International Money Order or pre-arranged electronic funds transfer. Public holidays and/or release weekends during which the company on behalf of the client, may not take place before cleared funds have been received. Returned cheques will incur an additional fee of £50 per returned cheque. The company reserves the right to consider an account to be in default in the event of a returned cheque.

Design Project Duration

An account shall be considered default if it remains unpaid for 30 days from the date of invoice, or following a returned cheque, the company shall be considered entitled to remove the company’s and/or the customer’s material from any and all computer systems, until the amount due has been fully paid. This includes any and all unpaid monies due for services, including, but not limited to, sub-contractors, printers, photographers and libraries. Removal of such materials does not relieve the customer of its obligation to pay the due amount. Customers whose accounts become default agree to pay the company reasonable legal expenses and third party collection agency fees in the enforcement of these Terms and Conditions.

Copyrights and Trademarks

By supplying text, images, and other data to the company for inclusion in the customer’s website or other medium, the customer declares that it holds the appropriate copyright and/or trademark permissions. The ownership of such materials will remain with the customer. The customer agrees to be helpful in educating the company in electronic format as standard text (.txt), MS Word (.doc) on CD-ROM, or via e-mail. Images which are supplied in an electronic format, are to be provided in a format as prescribed by the company via CD-ROM, or e-mail. Images must be of a quality suitable for use without any necessary action being taken, and the company will not be held responsible for any image quality, which the client later deems to be unacceptable. The company cannot be held responsible for the quality of any images which the client wishes to be scanned from printed material. Additional expenses may be incurred for any necessary action including, but not limited to, photography and art direction, photography searches, media conversion, digital image processing, or data entry services.

Design Projectacency

The company reserves the right to change any rates and any of the Terms and Conditions at any time and without prior notice. The company reserves the right to refuse to include submitted material without giving reason. Any images and/or data that the company does include in all good faith, and then finds out that it contravenes these Terms and Conditions, the customer is obliged to allow the company to remove the contravention without hindrance, or penalty.

CANCELLATION

Cancellation of orders may be made initially by telephone contact, or e-mail, however, following this, the company will need formal notification in writing to its postal address. The client will then be invoiced for all work completed over and above the non-refundable deposit that will have been made at the time of first ordering. Balances of any payment due must be paid within 30 days. Please note: any cancellation which is not formally confirmed in writing and received by the company within 14 days of such instruction being issued, will be liable for the full quoted cost of the project.

Disclaimer

The company does not make warranties of any kind, express or implied, for any and all products and/or services that he supplies. The company will not be held responsible for any and all damages resulting from products and/or services he supplies. The company is not responsible for any loss, or consequential loss of data, or non-delivery of products or services, of whatever cause. While I take reasonable steps to investigate the materials I recommend, I accept no responsibility for the performance or quality of materials or any consequential loss arising from their failure. The customer agrees not to hold the company responsible for any such loss or damage. Any claim against the company shall be limited to the relevant fee(s) paid by the customer. The company reserves the right to use the services of sub-contractors, agents and suppliers and any work, content, services and usage is bound by their Terms and Conditions. The company will not knowingly perform any actions to contravene these and the client also agrees to be so bound. The company and its clients agree to comply with Printers’ Terms and Conditions which include disclaimers for non-completion on time and the flexibility to supply quantities within 10% of the total ordered. The company recommends that if an exact quantity is required, then 10% extra is added to the quantity and extra time made available should the job be delayed.

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Licensing

Any design, copying, downloading, scanning, re-use or code created for the customer by the company of his/her contract is licensed for use by the client and shall be returned on the basis that no further use will be made and no further copies will be produced, except for backup on the basis of the client. Any designs produced for and by the customer will not be modified, re-used, or re-distributed in any way or form without the express written consent of the company and any of his/her relevant subcontractors. All design work where there is a risk that another party may have a claim will be registered by the client with the appropriate authorities prior to publishing or first use or searches and legal advice sought as to its use. The company will not be held responsible for any and all damages resulting from such claims. The company is not responsible for any loss, or consequential loss, non-delivery of products or services, of whatever cause. The customer agrees not to hold the company responsible for any such loss or damage. Any claim against the company shall be limited to the relevant fee(s) paid by the customer.