

Terms & Conditions

1. Introduction

- 1.1 All work is carried out by Neil McHugh Graphic Designer on the understanding that the client has agreed to the following Terms and Conditions.
- 1.2 These terms and conditions ("the terms") govern every contract made between Neil McHugh Graphic Designer for the supply of services and goods to any person, business or company ("the Client").
- 1.3 These terms prevail over any written terms and conditions of the client.
- 1.4 Any variation to the terms must be agreed in writing by Neil McHugh Graphic Designer

2. Acceptance

- 2.1 Indication of quotation acceptance should be returned to Neil McHugh Graphic Designer in writing. No work will commence until this has been received by Neil McHugh Graphic Designer.
- 2.2 A verbal acceptance will not be considered as binding until the amount has been confirmed in writing.

3. Ordering

- 3.1 Any orders for work must be confirmed in writing to Neil McHugh Graphic Designer by the Client, either by email or by letter.
- 3.2 If Neil McHugh Graphic Designer accepts a verbal order from the Client, Neil McHugh Graphic Designer will not be held responsible for any mistakes (made by either party) arising from any verbal order.
- 3.3 If the Client's final order changes from the original specification made for the quotation, Neil McHugh Graphic Designer reserves the right to vary the quotation and invoicing accordingly.
- 3.4 Neil McHugh Graphic Designer reserves the right to refuse to any order.

4. Payment

- 4.1 Credit accounts are set up at the sole discretion of Neil McHugh Graphic Designer
- 4.2 Where no credit account is set up the Client agrees to pay a **50% deposit** before commencement of any work. The final 50% payment is required on completion of the project.
- 4.3 The Client will pay Neil McHugh Graphic Designer the agreed fee as quoted.
- 4.4 Invoices from Neil McHugh Graphic Designer to Client with credit accounts for supply of Services or Goods should be paid in full within 30 days of invoice. If the Client does not have a credit account with Neil McHugh Graphic Designer and unless otherwise agreed as above. Services and Goods must be paid for on collection of the completed job.
- 4.5 Neil McHugh Graphic Designer will invoice the Client at 30 days for work produced to date if no feedback is received as to progress of the Client's project.
- 4.6 The Client agrees to pay for all work produced by Neil McHugh Graphic Designer to date if project remains uncompleted.
- 4.7 Neil McHugh Graphic Designer reserves the right to demand payment for work on collection at any time.
- 4.8. Queries regarding any invoice submitted shall be raised by the Client in writing, within 7 days from receipt of invoice.
- 4.9. The Client shall bear all legal costs incurred by Neil McHugh Graphic Designer in recovery of any outstanding debt owed by the Client to the Designer. In accordance with the Late Payment of Commercial Debts (interest) Act 1998, Neil McHugh Graphic Designer reserves the right to charge interest if an invoice is unpaid after the specified timescale as indicated on the invoice. Overdue invoices will be charged 2% per month.