



TMS Graphics

WOLLONGONG

PH: 0447 535 166

E: INFO@TMSGraphics.COM.AU

ABN: 86 229 674 674

Terms and Conditions

GENERAL AGREEMENT

These Terms and Conditions define the obligations and relationship between TMS Graphics and the person/s or Company specified in the quotation (the client).

PROCESS DESIGN ORDER

TMS Graphics will only proceed upon written or digital confirmation of the design quotation, the printing fee (if applicable) paid in full and 50% of the design fee paid. Approval of the quotation will constitute an agreement between TMS Graphics and the client.

COPYRIGHT

Australian Copyright Act (1968). Copyright will remain property of TMS Graphics until such time as a mutual agreement is in place, this will be made evident by a light watermark to all draft designs. As part of TMS Graphics terms of business, the copyright license is automatically released to the client on receipt of final payment for the commissioned work. TMS Graphics reserves the right to use all artwork produced for the purposes of promoting TMS Graphics in print, publication or website, unless explicitly denied to do so by client in writing. TMS Graphics reserves the right to reuse any cancelled artwork for additional or subsequent projects.

NATURE OR COPY

Artwork, images and copy supplied by the client, will remain as the client's responsibility and will be deemed as supplied to TMS Graphics with relevant authority for use. TMS Graphics will accept no responsibility for copyright issues regarding supplied artwork, images and copy. The client is responsible for supplying content free from infringement for all trademarks, service marks, and copyright.

PAYMENT AND REFUNDS

50% of design fees as well as all printing expenses are to be paid before work commences. If the client wishes to cancel after quotation approval and payment, they have 14 days from initial payment and a \$50 administration fee will be withheld from a full refund. If the design fee is less than \$50, no refund will be given.

PRINTED DESIGNS

Any work that a client has requested to have printed by TMS Graphics will incur a printing cost included in the quoted price. Additional fees will be added to cover the cost of postage. TMS Graphics only offers printing for clients Australia-wide.



TMS Graphics

WOLLONGONG

PH: 0447 535 166

E: INFO@TMSGRAPHICS.COM.AU

ABN: 86 229 674 674

Terms and Conditions

ELECTRONIC PROOF

All proofs will be emailed to the client as a low resolution, lightly watermarked JPG or PDF file. Please be aware that all monitors display colour differently and the colour on a monitor could vary significantly from the final print. To ensure that the colour is correct, it is highly recommended that the client provides the Pantone colour code or either requests or conducts a test print.

APPROVAL

Whilst every care will be taken, no responsibility will be accepted by TMS Graphics for errors found after final approval by the client. Artwork approval must be emailed to TMS Graphics before we commence printing.

ARCHIVED DESIGN ARTWORK

TMS Graphics archives design files for 18 months as a production process, however when final design files have been sent to the client it is the client's responsibility to store and archive the documents safely for their own purposes or future use.

REVISIONS

Each design package or product includes only three revisions. If further revisions are required there may be additional charges applicable. The client will need to approve additional charges for extra design revisions and make 50% payment prior to work commencing on the additional revisions.

FINAL APPROVAL FOR PRINTED PRODUCTS (PRINTED BY TMS GRAPHICS)

Changes cannot be made once final approval has been given. Proof Approval triggers the production process which includes components that are fully automated. Any changes or cancellations after final approval will incur additional charges.

FINAL APPROVAL FOR DIGITAL DESIGN ONLY (NO PRINTED PRODUCT)

Clients may make revisions after final approval has been given but may incur additional fees. See "revisions" section above.

Tanya Storey

DESIGNER & OWNER OF TMS GRAPHICS