



Terms and Conditions for Data Reprographics Ltd Services

Scope of Services

- 1. Payment Structure:** Payment for all work is due on upon completion prior to the goods leaving Data Reprographics Ltd premises, unless account facilities have been agreed, in which case payments is due strictly 30 days from the date of the invoice, subject to disputing such charges.
- 2. Order Requirements & Client Responsibility:** When placing an order, clients, or those acting to their behalf, are responsible for providing purchase order numbers or any necessary references to facilitate acceptance and payment of invoices.
- 3. Delivery Charges:** Delivery charges are not included in any job price. The delivery method is to be selected by the client, and any costs can, by agreement, be added to the invoice.
- 4. Liability for Goods in Transit:** Data Reprographics Ltd are not responsible for expenses incurred by goods being lost or delayed in transit, unless the goods have been transported by Data Reprographics Ltd.
- 5. Force Majeure / External Delays:** Data Reprographics Ltd is not liable for any project delays or failures causes by events outside reasonable control, including natural disasters, civil disturbances, or technological failures. Efforts to resume performance will be made as soon as feasible under the circumstance.
- 6. Client Obligations for Project Initiation:** To ensure timely and efficient service delivery, the Client agrees to: Submit all necessary information or instructions on the initiation of the project before the project can enter production and should be provided in writing.
- 7. Price Conditions & Exclusions:** All prices quoted are exclusive of VAT and delivery, and subject to sight of artwork/file compatibility/final brief.



- 8. Clearance Compliance:** All finished graphic prop products supplied by Data Reprographics Ltd comply to standard clearance release requirements with the exception of trade, product or business names. Data Reprographics Ltd **do not** supply any names (trade, product, or business) as “cleared” for Film and TV use, and you are advised to check with your production department before printing/production of graphics.
- 9. Customer Proofing Responsibility:** It is the responsibility of customers to carefully proofread any artwork supplied for approval. Any corrections required after approval will be at the customer's expense.
- 10. Ownership of Goods & Artwork:** Any goods supplied by, and artwork or graphics (printed or electronic), created by Data Reprographics Ltd remain the property of Data Reprographics Ltd until full payment is received.
- 11. Acceptance of Terms & Conditions:** Placing an order for work with Data Reprographics Ltd shall constitute acceptance of these terms and conditions.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

I have read, understood and agree to all the above conditions.

Contractor’s Signature

Representative of Data Reprographics Ltd

Client Signature

Printed Name

Printed Name
