

## TERMS & CONDITIONS

### Colour Studios Ltd (Here-in-after called "the Company")

#### TERMS OF ORDER

##### 1. PAYMENT:

Full payment is required before any production or studio work commences. A VAT receipt will be sent upon dispatch.

NatWest Bank PLC:  
Account: 19388934  
Sort Code: 52-21-03  
BIC/Swift: NWBKGB2L  
IBAN: GB64NWBK52210319388934

##### 2. LEAD TIMES:

Once payment & artwork approval is received, please allow 7-10 working days for production. To prevent any delays during the proofing stage, please follow our artwork guides. If our in-house studio team needs to make any adjustments or requires further artworking time to ensure the files are print-ready, we will discuss it with you prior to applying any additional charges.

##### 3. NEXT-DAY DELIVERY:

Our standard courier service usually delivers within the next business day. However, we recommend that you allow 2-3 working days for your delivery to account for any unforeseen circumstances. Same-day courier options are available for urgent delivery, with pricing upon application.

##### 4. PURCHASE ORDERS:

All purchase orders should be submitted as a letter-headed PDF.

##### 5. IMAGE USAGE:

Unless specified otherwise, the company will use images of products or installations for both internal and external marketing purposes.

##### 6. DESIGN PROOFS:

Please take time to check PDF proofs thoroughly to ensure that fonts, spellings, logos, and images are correct, and that it is the artwork you would like us to produce. Please be aware that PDF proofs are low resolution and do not represent the final colour output. Hard copy colour proofs are available upon request at an additional cost. We ask that you reply by email ASAP to confirm you are happy for us to proceed. We will not commence printing until we receive your email approval. The Company cannot be held responsible for any errors present in the PDF once we have received the sign-off.

#### TERMS OF PAYMENT

##### 1. MONIES OUTSTANDING BEYOND AGREED CREDIT TERMS

Monies outstanding beyond our agreed credit terms will be passed to our Debt Recovery Department and will be subject to a surcharge of £30.00 to cover the cost incurred; such accounts will also be subject to any other cost incurred in obtaining the settlement.

##### 2. CREDIT TERMS

All invoices are due for payment strictly 30 days from the date of the invoice. Any extended terms must be agreed upon by the Company, and such requests will be considered against a credit assessment.

##### 3. INTEREST CHARGE ON OUTSTANDING ACCOUNTS

Due to high-interest charge, a credit charge of 15% per annum will be made if this invoice is not paid by the due date. The company reserves the right to vary the rate of interest charged.

##### 4. RETENTION OF TITLE

All goods, services and repair parts will remain the property of the Company until the price has been paid in full. The customer shall remain bailee only until payment is made.

##### 5. COMPLAINTS / QUERIES.

Any complaints or queries by customers relating to this invoice must be notified by the customer to the Company in writing within 14 days of the invoice date.

##### 6. GUARANTEE.

We ensure that all items are checked, tested, and go through a quality control process at each stage of the production process so that any issues can be discovered before our items are dispatched.

##### 7. PAYMENT.

Payment should be made by BACS to our NatWest bank account, sort code 52-21-03, account number 19388934, and a remittance sent to [Finance@colourstudios.co.uk](mailto:Finance@colourstudios.co.uk).

##### 8. 50% PRO-FORMA INVOICE

A 50% payment upfront is required before the commencement of any work or delivery of goods. The remaining balance of 50% is due upon completion of the project or delivery of goods unless otherwise specified in writing by the Company.

##### 9. 50% PRO-FORMA INVOICE (EXHIBITIONS ONLY)

A 50% payment upfront is required before the commencement of any work or delivery of goods. The remaining balance of 50% is due 10 days before the event date. Failure to pay will prevent our team from travelling to the event site.