



This document sets out the terms and conditions between your business and Sweetpea & Betty and is primarily designed to:

- (a) clarify how and when payments are due in relation to the design process we undertake on your behalf.
- (b) highlight the roles and responsibilities of both parties on commencement of work

1. Payment Terms

1.1 All prices exclude VAT unless otherwise stated in writing

1.2 Unless otherwise agreed in writing by Sweetpea & Betty, our payment terms are twenty one days from the date of the first invoice. Any payments not made within this time-frame will be charged interest at 3% (per calendar month or part thereof) over and above the prevailing Bank Of England Base Rate.

1.3 The project we undertake for you will be deemed to be scheduled on payment of a non-refundable 50% deposit. The remaining balance is to be paid on completion or prior by agreed staged payments.

1.4 Any additional work required once the project has commenced will be charged at our standard hourly fee of £37.50. You will be notified of any additional charges for your approval in advance.

1.5 Payment should be made by cheque or by bank (BACS) transfer.

2. Contract

2.1 The client's approval for work to commence shall be deemed a contractual agreement between the client and Sweetpea & Betty. Receipt of the first non refundable 50% deposit will be taken as your acceptance of these terms and conditions.

3. Quotations

3.1 Any quotation provided by Sweetpea & Betty prior to commencement of work will be valid for 30 days from date of issue or as otherwise specified in the quotation.

4. Completion

4.1 Whilst Sweetpea & Betty will make all reasonable efforts to proofread all content on the website it is the client's responsibility to confirm the accuracy of all website content / text.

5. Training

5.1 Additional training required by the client outside the agreed contract will be charged at the standard hourly rate of £37.50.

6. Copyright

6.1 Where the client is supplying copy, images, music or other content for the website or service provided by Sweetpea & Betty, it is the responsibility of the client to ensure that all such material does not infringe any copyright and that all permissions for use have been obtained and can be verified by Sweetpea & Betty if so required.

Sweetpea & Betty Terms & Conditions 2011 V1.1

6.2 Where Sweetpea & Betty has produced digital imagery for your project, the copyright to this imagery remains with Sweetpea & Betty. The client will have a license to use these images on the website created for them and can purchase the copyright of the material at an agreed cost if so required.

6.3 Unless otherwise agreed in writing with Sweetpea & Betty anything produced or supplied by Sweetpea & Betty is not to be re-sold or used outside the original declared purpose / brief.

7. Termination

7.1 You have the right to terminate your contract with Sweetpea & Betty at any time subject to 30 days notice and payment of any outstanding work, invoices and liability for any work not yet invoiced. Such Notice will not be deemed effective until and such outstanding invoices and liabilities for work are carried out in full.

Earlier Versions

October 2010 V 1.0