

# ONIX CENTRAL TERMS AND CONDITIONS.

## 1) Price

To produce a catalogue according to our definition below: €1500

For each additional catalogue template: €750

Additional work: €75 per hour. We will provide an estimate for any additional work we think will be required before project commencement.

Training: price on application. Guide price: €2500 per day + reasonable expenses for groups under 10 people. Webinars available at a reduced cost.

For additional document types or other related services please ask – we will be happy to quote you.

## 2) Delivery and specification of services

A completed catalogue project consists of delivery of the following, based on the full completion of a Briefing Form:

- a) Print ready PDF of the catalogue
- b) The XSL file that manages the information required for your catalogue
- c) The Adobe InDesign CS3 (PC platform) file of the catalogue
- d) Instructions of how to update and generate your own catalogues using your template

## 3) Alterations

Often, catalogue data will need to be amended up until the point of going to print, because company data can change. Within our €1500 price we include all minor data amends, supplied as a revised XML file, up until the cut off date agreed at the beginning of the project, which is usually two to three weeks after commencement. Amends required after the cut off date are charged at €75 per hour. Minor data amends are classed as changes which will not radically affect the layout of the catalogue, such as price, ISBN, publication date. If a

blurb goes from 50 to 250 words, however, that is a major data amend which will affect the layout and counts as a re-brief. Work as a result of a re-brief is charged at €75 an hour.

## 4) Payment terms

Payment terms are 14 days after invoice, payable by BACS or cheque.

## 5) Customer's obligations

To provide all relevant information as specified on the Briefing Form.

## 6) Supplier's obligations

To provide a quotation before work begins, including an estimate of additional hours to be billed.

To produce a catalogue according to the information provided on the Briefing Form. To inform the customer before work commences on any additional costs to be incurred, including issuing a weekly statement of work agreed and undertaken.

## 7) Cancellation and refunds

We invoice in arrears, once the project is completed according to the definition in (2). If work has already commenced, but the customer wishes to cancel the project, we will issue an invoice for the number of hours we have already spent on the project, charged at €75 per hour, up to the value of €1500.

## 8) Intellectual property rights

All rights to the XSL code, InDesign templates and layout remain with Onix Central, although the customer is at liberty to use them freely in perpetuity within their own organisation.