

Nature of our business

CampaignMakers is a communications company committed to working diligently and intelligently for its clients.

We pay our staff weekly, and deal on behalf of our clients with a multitude of suppliers and pay them on fair trading terms. We thus rely heavily on our own payment terms being respected to provide adequate cash flow to meet these commitments.

We work as briefed to budget and fee structure based upon hourly rates that differ by level of expertise and experience, and by the task being performed. This delivers a simple, clear, and controllable invoicing system critical to accurate cost control for our clients and CampaignMakers.

Terms and conditions

1. Fee Schedule

All work undertaken by CampaignMakers is based on a formal fee schedule which will be made available to clients upon request.

2. Quotations/Cost Estimates

Quotations will be provided on request. All prices quoted are for acceptance within 30 days. Quotations are based on the current costs of production and are subject to amendment if not accepted within 30 days from date of quote. Cost estimates are subject to variation within reasonable parameters. Such variations will be detailed in writing by CampaignMakers.

3. Acceptance

Acceptance of a CampaignMakers quotation or cost estimate is an acceptance of these Terms & Conditions, unless otherwise expressly agreed in writing by CampaignMakers.

4. Deliver, Billing & Payment

Unless otherwise agreed, payment shall become due and payable 14 days from date of invoice, or as otherwise specifically indicated in writing by CampaignMakers.

The frequency and timing of billing specified in the submission, quotation or cost estimate provided will apply. The client is liable to compensate CampaignMakers, and reimburse it for any expenses reasonably incurred in recovering or attempting to recover overdue accounts.

5. Disbursements

Unless otherwise specified, proofs, couriers, transport, telephone calls, facsimiles, photocopies and other legitimate disbursements may be charged in addition to professional fees and costs. All print and advertising jobs are charged a fee of \$20 ex GST for colour print-outs.

6. Sample of Work

All preliminary work and/or work produced in the form of visuals or concepts at the client's request will be charged to the client's account unless otherwise agreed to before the work is commenced.

7. Clients' Instructions

Once accepted by the client, CampaignMakers written quotation or estimate shall be deemed to interpret correctly the client's instructions, whether written or verbal. Where verbal instructions only are received from the client, CampaignMakers shall not be responsible for errors or omissions due to oversight or misinterpretation of those instructions.

8. Company's Property & Material Supplied By Clients & Ownership

The client's property and all property and material supplied to CampaignMakers by or on behalf of the client (including goods in transit) will be held at the clients risk. CampaignMakers accepts no liability whatsoever for loss of or damage to such property or material, unless agreed by CampaignMakers in writing. Unless otherwise agreed in writing, CampaignMakers accepts no responsibility for the insurance of such property or material. All video materials, sound recordings, tapes, illustrations, artwork, photographic negatives, prints, transparencies and all other materials used in the creation of commercials, advertisements or printed materials remain the exclusive property of CampaignMakers until the invoice relating to that property is paid.

9. Author's Amendments

Author's or client requested changes to artwork on any semi-completed or completed item, may incur an additional fee.

10. Additional Charges

An additional charge may apply when a project is required in a time frame less than that specified in the proposal submitted to the client by CampaignMakers, or when essential materials or approvals are not received by CampaignMakers by the mutually agreed time and/or date.

11. Termination of Contract

Either the client or the agency can terminate this appointment by written notification. As is customary in the industry, three month's notice is required, unless a shorter period is mutually agreed upon. The agency will receive fees during this termination period for all radio and television bookings, and beyond this period for any print insertions having deadlines during this same period. At the point of termination and after the payment of its accounts, the agency will return to the client all creative material, including layouts, artwork, tapes, films, etc. and the Media Department will hand over to the new agency all current media contracts.