



allure designer stationery

* wedding stationery * event stationery * corporate design

Nicole Dawson

Nicole Dawson

Hawkstowe Estate,
SOUTH MORANG

☎: 0409 860 167

E: nicole@allurestationery.com.au

W: www.allurestationery.com.au

ABN: 712 902 210 60

OUR POLICY, TERMS AND CONDITIONS

Acceptance of the following standard terms is required on all orders.

Payment

Payments to be made to Nicole Dawson, trading as Allure Designer Stationery. To confirm and commence an order, the client is required to sign approval for all order details and pay a deposit of 50% of the value of the order, with the remaining balance paid on delivery. Orders of a value less than \$100 are required to be paid for in full. Allure Designer Stationery accepts cash, cheque and direct deposit payments. Payments made to Allure Designer Stationery are non-refundable. If the client neglects or refuses to pay the amount of any account within 10 days, Allure Designer Stationery shall be entitled to charge the client: *Interest at a rate of ten percent per annum compounding monthly*

Project Estimates

Allure Designer Stationery will provide a written quote. If additional work is requested after a quote is issued, additional charges may apply. However, the client will be notified in advance. This will apply if the client requests excessive changes or additional sample material. Standard proof changes allow for 3 alterations based on clients original requests. Allure Designer Stationery may increase any amounts quoted that have been issued prior to thirty days.

Deadlines

Urgent orders may require an additional loading depending on scheduling and client request. We advise where this may be applicable.

Supplied text/Proofreading

All text, including invitation wording, guests names and addresses must be supplied in typed format via email or CD (in word format). Ensure texts submitted are as final as possible, we allow for two levels of proof corrections after you have seen the series layout. If text is not supplied in a typed electronic format an additional fee will apply.

Sample proof

A PDF proof will be emailed to you for your approval prior to print. While every effort will be made to ensure accuracy, the responsibility of proofreading is the clients responsibility prior to printing. It is important to make any final corrections before the files go to the printer, as to avoid delays and excess fees. Client errors that are signed off through the proofing process are to be reprinted at the clients expense. The client is required to sign approval on all artwork and text. Please email your approval to nicole@allurestationery.com.au

Colours/Finish

Onscreen colours may appear slightly different from printed versions. Printed and paper colours may slightly vary between orders and samples. This is not a design fault. Stationery will not be refundable due to normal printing effects. We assure all items to be of the finest quality.

Supplied images

Images can be supplied either via email or on CD. Allure Designer Stationery will not be liable for photographs or disks lost in the mail. Printed images may vary in quality and color to those supplied. Allure Designer Stationery will not take responsibility for this due to normal printing processes.

continued:



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continued:

By supplying photographic images to Allure Designer Stationery for use in your stationery you acknowledge that you own or have the rights to use any information or pictures supplied by yourself. Professional photographs are protected by copyright laws and cannot be reproduced without a signed release form from the photographer.

By supplying images to Allure Designer Stationery you agree to hold harmless and to indemnify Allure Designer Stationery and its agents, for all liability, damages, and expenses it may incur as a result of processing and printing copywritten photographs and reproductions, including any other person claiming an interest in the photos.

Allure Designer Stationery reserves the right to refuse to use images and cancel your order if we suspect the images may infringe on someone else's copyright.

Production

An order takes approximately 5-7 working days to organise ready for production, providing there is not much adjustment work requested. Estimated production time for an order, once all details are confirmed and payment is made, is currently 10-15 working days. Delivery charge – to be determined depending on destination and size of order.

Copyright Ownership

All designs, images and ideas are the property of Allure Designer Stationery. Reproductions without authorisation are a breach of Copyright.

Promotional Use

Allure Designer Stationery may reproduce any artwork, designs or layout in promotional material. If the client does not want their items to appear in promotional material, please send Allure Designer Stationery a written request.

Project Termination

If at any time, the client chooses not to complete the order, then Allure Designer Stationery shall be compensated for all work to date.

Privacy

Allure Designer Stationery will not at any time disclose any of the client's personal information. Upon completion of the order, Allure Designer Stationery will continue to treat all information as strictly confidential. Any items used in promotional material will not reveal any personal information.

Communication

Communication between the client and Allure Designer Stationery can be by via email: nicole@allurestationery.com.au or phone 0409 860 167

Contact

If you have any queries about these terms and conditions or this site please contact Allure Designer Stationery

Signoff

If you agree to the above terms and conditions please sign, date and return to:

Allure Designer Stationery

Hawkstowe Estate

49 Le Page Run,

SOUTH MORANG Victoria 3752

Name: _____ Signature: _____ Date: _____