

Varsity Graphics Conditions of sale.

Terms of trade.

When an order is placed for artwork, printing or other goods all work completed is to be paid for. Goods or services to be paid in full upon collection unless prior arrangements have been made. New orders require a 50% deposit. Ownership in the goods transfers to the client upon acceptance or delivery. Collection charges for unpaid goods or services are for the account of the customer.

Artwork Creation.

Firm quotations for artwork creation are provided prior to commencement. Artwork creation is based upon an hourly rate of \$110.00. Quoted prices for artwork include:

- 1) One consultation to provide information for the design.
- 2) One round of changes required by client.
- 3) A second round of final corrections required by client.
- 4) Proofing by client.

Additional changes are charged at the hourly rate. Once approved the printing will be produced ready for collection or delivery. If client wishes to start over when no designs were chosen a new fee will apply.

Urgent Artwork.

Clients may sit with our designer by appointment to expedite the creation of their artwork. Charges for this service are at \$66 per hour (not normal \$88) to allow for interruptions.

Proofing.

Whilst all care is taken to ensure that artwork created is error free the responsibility for final proofing lies with the client. When errors after client proofing cause jobs to be reprinted it will be for the clients account. It is essential for client to check and approve all artwork carefully.

Client supplied artwork.

Varsity Graphics can print from most file formats.
- Preferred format is **PDF**.

Fonts to be turned to outlines prior to converting to PDF to avoid font problems.
Files for colour printing to be supplied at 300 dpi at finished size plus bleed.
Photographs and bitmap images to be sized at print size prior to placing in layout program.
Files for large format printing may be supplied at 100dpi at finished size for acceptable quality.
Word, Powerpoint and Excel files containing graphics are seldom suitable for printing.
Graphics taken from web pages normally print fuzzy.

Digital A4 and A3 Printing Quotations.

Quotations for A4 and A3 digital printing are for printing onto pre-cut sheets - no bleed with 3mm white surround. When full bleed is required but standard white surround quoted for then extra charges will apply.

Copyright.

Varsity Graphics holds NO copyright infringement responsibilities for all or any originals or artwork supplied by the client. It is the clients responsibly to obtain the relevant licences, permission or permits to use any images, text logos, phrases, slogans or any other copyrighted material.

Client supplied items and laminating.

Varsity Graphics takes all care with client supplied goods but accepts no responsibility for any damage or consequential losses that may occur whatsoever.
Laminated items especially are subject to creasing or other damage and no liability is accepted for damage to supplied originals.

Quality.

Varsity Graphics provides both digital as well as offset printing and cannot guarantee colour accuracy. Issues where terms of the order or quality standards were not met to be addressed within 7 days. Any defective printing will be re-printed - no discounts given or refunds issued. Client to return all goods. Varsity Graphics will pay freight charges due to their mistake.