



## Terms and Conditions

### Copyright & Use

- (1) Copyright for all content written by Sense Content and Copy remains with Sense Content and Copy until payment has been made in full. Once payment has been received, the copyright is transferred to the client.
- (2) Once the copyright has been transferred following successful payment, the client has the right to use the content however they see fit, for any marketing materials, at no extra cost.

### Process

- (1) Sense Content and Copy will provide an estimate/quote prior to commencing work, and will charge a 50% of deposit. Upon payment of this deposit, work will commence.
- (2) Sense Content and Copy will provide the written content alongside final invoicing, and will agree to reasonable amendments subject to continued communication with the client.
- (3) Sense Content and Copy reserves the right to adjust the initial quote when the brief or requirements have been changed, subject to the prior agreement of the client.
- (4) Sense Content and Copy will endeavour to meet any agreed deadlines, subject to the work being provided far enough in advance of the required deadline date. Sense Content and Copy will not be held liable for late deliveries due to extenuating circumstances.
- (5) As addressed on all invoices, Sense Content and Copy operates with 14 day payment terms following final invoicing, and reserves the right to chase debts after this date. Should debt recovery services be used, the associated costs will be added to the amount owed by the client. Sense Content and Copy may offer payment deadline extensions by prior agreement and with continued communication.
- (6) Sense Content and Copy reserves the right to charge in full for all work delivered, should the client later decide not to use the work for any reason. Sense Content and Copy may offer a discount on the final price should the client decide not to use the content after it has been written, at the writer's discretion, bearing in mind that copyright will not be handed over unless

payment is made in full.

- (7) The client is liable to pay part costs for work produced to date, even if that work has not yet been delivered to the client, should the client decide to cancel a project after it has been started. These part costs will be proportionate to the work carried out. The client has the right to request all work produced to date, prior to paying the invoice for that work. If part costs are still covered within the original 50% deposit then Sense Content and Copy may provide a partial refund of the original deposit.

#### Payment

- (1) Payment terms are 14 days from the date of invoice. Payment is accepted by cheque, BACS transfer or PayPal.
- (2) Overdue invoices will result in the suspension or cancellation of further or ongoing work, at the discretion of Sense Content and Copy.

#### Indemnity

- (1) Sense Content and Copy is covered by Professional Indemnity Insurance. The client agrees to address any issues initially with Sense Content and Copy providing reasonable opportunity for reparation, before sending a formal written complaint.
- (2) All content produced by Sense Content and Copy is written as unique. Sense Content and Copy holds no responsibility for natural similarities between the content produced and content in existence elsewhere, for example on topics where the information being provided is information that will have been written on many other websites or in many other written texts. The client understands that more condensed content is more likely to have similarities than lengthier text, but that Sense Content and Copy offers a guarantee that all content has been written as new and has not been copied from any other source.
- (3) The client accepts full responsibility for ensuring that all necessary rights, permissions or consents are obtained before content is used or published, for example if the client has requested the use of extracts from other written documents or has provided content to be rewritten. Sense Content and Copy has no responsibility to ensure that these necessary permissions have been obtained by the client.

By commissioning Sense Content and Copy, you agree to be bound by the above terms and conditions.