

## STANDARD TERMS

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### 1. Preliminary Work

Work produced (whether experimentally or otherwise) at customer's request will be charged for.

### 2. Proofs

Author's corrections on and after the first proof, including alterations in style, will be charged extra. Proofs of all work may be submitted for customer's approval and no responsibility will be accepted for any errors in proofs which may be passed by him.

### 3. Delivery and Payment

In the absence of any agreement to the contrary, goods will be delivered when completed and payment for the goods shall be made against delivery. Company terms to be 30 days unless otherwise specified.

### 4. Expediated Delivery

Should delivery of work be required sooner than the normal time requisite for its proper production every effort will be made to secure freedom from defects, but reasonable allowance must be made by the customer in such cases. Should such delivery necessitate overtime being worked or other additional cost being incurred a charge will be made to cover the increased cost.

### 5. Quantity Delivery

Every endeavour will be made to deliver the correct quantity ordered, but owing to the difficulty of producing exact quantities, quotations are conditional upon a margin of 5 per cent (in colour work 10 per cent) being allowed for overs or shortage, the same to be charged for or deducted.

### 6. Claims

Complaints for claims will only be entertained if lodged by the customer within seven days of receipt of goods by him, or if related to the transport of the goods within such time as will enable the printer to comply with the time limit and procedure of the Railway Authority or other carriers by whom the goods were transported. The return of goods will not be accepted unless the printer or his representatives shall first have had the opportunity of examining same.

### 7. Standing Matter and Printer's Materials

Type may be distributed and/or lithographic, photogravure or other work effaced immediately after the order is executed, unless written arrangements are made to the contrary. In the latter event rent shall be paid unless any other specific arrangement has been made.

### 8. Customer's Property

Customer's property when supplied will be held at customer's own risk. Every care will be taken to secure the best results where materials are supplied by customer, but responsibility will not be accepted for imperfect work caused by defects in or unsuitability of materials so supplied.

### 9. Illegal Matter

The printer shall not be required to print any matter which in his opinion is of an illegal nature.

### 10. Consequential Loss

Responsibility will not be accepted for consequential loss or damage occasioned by errors or by delay in delivery.

### 11 Force Majeure

Every effort will be made to carry out any contract based on an estimate but the due performance of it is subject to variation or cancellation owing to an act of God, war, strike, lock-out, fire, flood, drought or any other cause beyond control or owing to inability to procure materials or articles except at increased prices due to any of the foregoing causes.

### 12. Cost Variation

Estimates are based on the current cost of production (materials working hours and wages) and are subject to amendment on or after acceptance to meet any recognised rise or fall in such cost.