

Terms & Conditions of Sale

- 1. Please note, prices on quotes and invoices do not include delivery costs unless stated otherwise.**
- 2. We deal strictly with written quotations. Any assistance given telephonically and/or verbally will not be binding until reduced to writing.**
- 3. Quotes and invoices do not include branding unless stated otherwise.**
- 4. Quotations are valid for a period of 14 days.**
- 5. Clients are to please check stock availability before placing their orders.**
- 6. All orders must be received in writing and must accompany any artwork where applicable. (Including required size & pantone colours).**
- 7. Orders will only be processed on receipt of necessary payments or deposits, such payments or deposits being cleared in our bank account before being considered received.**
- 8. Any urgent orders will only be processed on the basis of full prepayment.**
- 9. A 50% deposit is required on all standard orders.**
- 10. No Goods will be released without payment or proof of payment.**
- 11. Deposit slips issued with cheque deposits require 7 working days for clearance.**
- 12. Current Lead times on branded products are from date of final signed artwork and receipt of proof of payment of a 50% deposit.**
- 13. Lead times on branded goods are usually 7 to 10 working days; this is subject to confirmation once order has been placed.**
- 14. A surcharge may apply for orders required urgently.**
- 15. The client may leave a holding cheque for samples, and has 7 working days to return the sample before the cheque is cashed.**
- 16. A cancellation fee of 20% of invoice may be charged for cancelled orders to cover administrative and/or other costs incurred.**
- 17. All branding charges (Printing, engraving, embroidery etc) are subject to confirmation once the exact details of the print are confirmed.**
- 18. The client is liable for any rejects due to incorrect artwork information supplied.**
- 19. Goods received should be checked carefully as goods will not be accepted for return after leaving the premises of Corporate Gifts as we have no control over the handling or security of such goods.**
- 20. Goods collected via courier will sustain a three day grace period in which clients are to inspect goods carefully. No claims will be considered after three days.**

With Regards to imported orders:

- 1. Minimum quantities must be met**
- 2. Delivery times will be no less than 10-12 weeks**
- 3. 100% payment is required with order.**

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Terms and conditions of artwork:

1. Any incorrect artwork approved by the client will be the responsibility of the client. Please ensure you check the following details before signing:
 - A. Please ensure there are no spelling or Layout errors.
 - B. Corrections are to be indicated clearly on the proof
 - C. Work will commence only on receipt of a confirmed proof and required deposits.
 - D. Customers accept responsibility for errors within accepted proofs regardless of original copies supplied.
2. Current lead times are from date of final approval of artwork and receipt of deposits (larger orders may differ)
3. No work on artwork will commence until required payments have been received from the client.
4. A surcharge will be applied to items required urgently.
5. Clients requiring branded items are required to order and pay for a branded sample before hand to prevent any errors with their order. Should the client waive the requirement to have a branded sample before hand, but approves the artwork, they will be held responsible should they be unhappy with the final product.
6. Samples are charged at their retail price, plus a set up and branding fee depending on the form of branding.
7. Laser engraving colours are not guaranteed as we have no control over the base material from which an item is manufactured. It is this base material that is exposed when laser engraving the surface of an item.
8. Printed items durability cannot be guaranteed as we have no control over the handling of items once they have left our premises.