

## Commitment of Service Contact

Thank you for approaching About Image for your business requirements. Before commencing work, we would like to outline our commitment to you and your commitment to About Image. If you find these statements agreeable, please sign this form and fax or email us your permission to proceed.

### ABOUT IMAGE COMMITMENT TO YOU

1. Ensure confidentiality for you and your business venture.
2. Provide innovative design, quality promotional material, competitive prices and exceptional customer service.
3. Provide on-going support for your business with regard to re-orders, and updates of information for your promotional material and web sites. About Image supports all clients by encouraging networking.
4. Provide quotations for all promotional material and volume print runs so that you are achieving the best prices available.
5. All pricing is GST exclusive. Please refer to our 'Menu' for graphic and web design charges, so that you can calculate your initial costs. Graphic design is charged at \$80.00 p/h and web design starts from \$85 p/h.
6. If your design work runs over the current month, the work will be interim billed at the end of each month. This allows you distribution of payments until your work is completed.
7. Any disbursements such as courier fees etc will be on charged.

### YOUR COMMITMENT TO ABOUT IMAGE

1. To provide all information, i.e. text, images and design requirements within a time frame to enable About Image to complete designs and provide promotional material when required.
2. All work will be paid for by the following 20th upon completion of work. Interim billing will also be due by the 20th of the following month.
3. For re-prints of promotional material, allow time for us to place your order within our work schedule. For your convenience, re-printing can be ordered via the re-order form on our web site.
4. Sign off proof sheets are to be faxed, mailed or signed on site. About Image will endeavour to ensure that material is correct, however, please make sure several people proof read your material. Once you sign off, the responsibility for errors lies with you.
5. In signing this form, you will pay for all work undertaken by About Image, and agree with these terms and conditions.

*I give my permission to proceed.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

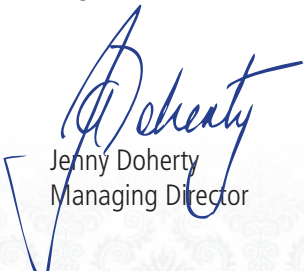
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax this form to us on (06) 758 0872 or deliver/post to: PO Box 783, 23 Eliot Street, New Plymouth.

Thank you again for the opportunity to provide services.

We look forward to working with you in the future.

Regards

  
Jenny Doherty  
Managing Director

