



Drawn Together Ltd Terms and Conditions

1. Confirmation – Bookings, fees and dates for graphic recording of your event will not be secure until authorised written confirmation is received by Drawn Together Ltd.

2. Deposit - A non-refundable deposit of 33% of the total fee is required upon confirmation of your event.

3. Payment Schedule - Thirty three percent of the total fee is required within 7 days (one week) following the event. The final 33% is due within 14 days (two weeks) following delivery of the final agreed outputs of the event by Drawn Together.

4. Outputs - The output is a draft followed by a final digital copy of the drawings made from the event. The draft will be sent via DropBox within 2 weeks of the event for review by the client. The client undertakes to review the draft and confirm any errors or omissions within 2 weeks of receipt of the draft. The final copy of the drawings will be delivered within 2 weeks following receipt of any errors or omissions noted on the draft version by the client. Other collateral can be brokered by Drawn Together Ltd (eg. booklets, posters, flags etc.) under a separate agreement.

5. Non Payment of the deposit or the 33% payable immediately following the event may result in Drawn Together Ltd cancelling the contract (and any work completed) without further notice to you and charge you a cancellation fee in accordance with these terms and conditions.

6. Payment - All fees charged by Drawn Together Ltd and agreed at the time of confirmation must be paid by direct credit in line with these terms and conditions according to the details on the invoice (unless prior written arrangements have been made).

7. Cancellations or Postponements – If a booked event is cancelled or postponed, the following terms apply:

- **Less than 30 days notice** – A cancellation fee equal to 100% of the quoted fee for the event.
- **30 – 60 Days Notice** – A cancellation fee equal to 50% of the quoted fee for the event.
- **More than 60 Days Notice** – The cancellation fee is 10% of the quoted fee for the event.
- Any deposit paid prior to cancellation will be retained by Drawn Together Ltd and used to satisfy all or part of any cancellation fee payable.
- Cancellation fees will be imposed even if a deposit has not yet been received.
- If for some unforeseen reason Drawn Together Ltd cancels your event you will receive a full refund or the event will be rescheduled to suit you.

8. Event Details - The venue, agenda, speakers, graphic recording requirements and details of all services that Drawn Together Ltd will provide must be in writing and agreed at the time of the booking, or within seven days of paying the deposit. In most situations Drawn Together Ltd will require:

- A table located near at least two power points
- The location to be close to the guest speakers so the graphic recorder can hear well
- A screen to be provided if projection in real time is required
- Water, food and reasonable breaks to be provided during the time of the event
- Twitter and Facebook links so Drawn Together Ltd can publicise your event on social media (unless this is expressly not permitted).

9. Guarantee of Payment – The signatory to this agreement must have the authority of the company or organisation to enter into contracts and settle all accounts. The company or organisation is liable for all expenses incurred together with any costs associated with recovery of that amount, in the event of breach of this contract.

10. Price – All prices quoted are inclusive of gst and current at the time of quotation.

11. Intellectual Property - all drawings from Drawn Together Ltd are licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License. This means the client can use each drawing (without any changes) freely and for non-commercial purposes provided Drawn Together Ltd is acknowledged. For further information please see www.creativecommons.org

Organisation _____

Date _____

Client Name _____

Client Signature _____

Signed on behalf of Drawn Together Ltd _____