

Purchase Order and Agreement

This **Agreement**, effective (date) _____ is between

_____ (client)

Address

_____ and

**Bill Knight, (Copywriter) Anglox Publications,
182 Sturminster Road, Stockwood, Bristol, BS14 8AR**

Subject to acceptance of the assignment and your acceptance of my quotation, I will provide the service(s) as follows:

PROJECT: (Description of project and service(s))

For services on the project described, you the client agree to pay to Bill Knight, Copywriter.

The total sum of £ _____

In advance £_____ advance deposit with balance on satisfactory completion.

On completion and delivery

TERMS

Changes in Project

If you significantly alter the nature of the project, instructions or input after work has begun, and if such a change requires additional time to be afforded to the project, proportionate compensation for that time is subject to being billed at the rate of £35 per hour.

Cancellation

If I have started work on the project and you decide to cancel the project for any reason, a charge will be made based on actual time spent. (Based on the rate of £35 per hour).

Input

Before work begins, you should supply all information required for writing the copy. If further information or clarification is needed, you will provide this information (if available) upon request. If you are unable to provide the required input, I may need to undertake research, in which case I will inform you in advance and make any appropriate arrangements as necessary. Unless anticipated, such fact-finding may represent a change in project.

Schedule

Work will commence and be completed, upon acceptance of an 'agreement' to my terms, quotation or estimate. All assignments are subject to my acceptance and availability.

Revisions

Submitted work should be reviewed as soon as possible and in all cases within 48 hours. Requests for reasonable revision of work is acceptable and will be undertaken without further charge. (I'm only happy if you're happy). However, further requests for revision, modification, alteration or any other change may be charged for, at the normal hourly rate.

Copyright Ownership

I reserve the right to ownership of all copyright until the work has been accepted and paid for in full. This does not include work that has been submitted to me for rewriting, e.g. Rewrites for US to UK.

Your Liability

Information provided by you, for the purpose of producing work on your behalf, must not knowingly breach any law or regulations or infringe upon or violate the copyright, trademark or other proprietary rights. Information should not be of a confidential nature relating to any third party or violate any right of privacy. You agree to indemnify me, any employees and agents, from any and all liability, damages, losses, claims, actions, judgments, and costs arising as a result of infringement upon a third party's rights.

My Liability

My liability shall be limited solely to the fees paid for creative work produced on your behalf and at your request. I cannot be held liable for any consequential or special damages such as loss of profit due to the use of my work. As testing is an integral procedure of marketing communications and strategies, anticipated results cannot be guaranteed.

Promotional Use

I reserve the right to present to others, for promotional purposes only, any work I have produced, in its finished format or layout including text and or graphics in either hard copy or any other form (unless specifically prohibited by a formal nondisclosure agreement). I will not, without your permission, present work that has not yet been published, distributed or become common knowledge, unless a reasonable time period has elapsed.

All information provided to me for the purpose of any project will be treated as confidential and will never be passed on or shared with any third party. I respect your privacy.

I, the undersigned, have the authority to enter into this Agreement and agree to accept the quotation and the terms as set out herein.

Signature for Client: _____ **Date:** _____

Writer's Signature: _____ **Date:** _____