

**Supplementary Paper - The Meridian Lectern -
Lectern Quote without artwork**

Zoe Polydorou
Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
East Sussex
BN10 8BB

ESTIMATE

Ref No. DY24714/4
Dated 30/01/2025
Contact Zoe Polydorou
Tel 01273 585493
Fax

Further to your recent enquiry I have pleasure in submitting our estimate as follows:-

Re : DY24714 - Lectern (RP) (Artwork Provided by you)

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	PDF Proof	£10.00	£10.00
B	1	Unit(s)	n-viro graphic panel to fit standard structures Size: 1500mm x 500mm Material: 3mm Aluminium Graphics: Full colour print onto white base stock with DuoGuard anti-graffiti coating *Client to supply ready to print digital artwork	£295.00	£295.00
C	1	Unit(s)	Musketeer - Lectern - Twin Leg Size: To take 1500mm x 500mm graphic panel Material: Recycled Plastic Finish: Cedar effect	£584.00	£584.00
D	1	Units	Standard Delivery Charge	£204.00	£204.00
				Sub Total	£1,093.00
				VAT	£218.60
				TOTAL	£1,311.60

Payment: 30 days from date of invoice.

Quote

Client details

Company name: Peacehaven Town Council
Address: Community House, Greenwich Way,
Peacehaven, BN10 8BB

Contact name: Zoe Polydorou

Project Name

Meridian Monument Lectern

Quote No.

2025-PTC01

Date

28-01-2025

Summary

Subtotal

Design a lectern board featuring information about the Meridian Line, George V Monument and the Cliff Top Walk. All text and images are to be provided and carefully laid out in a clear and informative way. Will also include the Peacehaven TC logo and any partner logos.

Size: 1500mm x 500mm (width x height).

Details on the construction of the lectern will be required to ensure suitable margins around the outside of the board are sufficient, allowing for fixings to not encroach on important information displayed.

Deadline: TBC

£260

Quote valid for 30 days.

Thank you for your enquiry

Total

£260

Approval

Designer's
signature:

Client's
signature:

Terms & Conditions (January 2025)

The following Terms & Conditions of Service apply to all design work and services provided by ██████████ unless agreed by both parties.

1 Project Process

1.1 Project Acceptance

██████████ will provide the Client with an estimate, quote or proposal. By accepting the estimate, quote or proposal, the Client is also accepts the Terms & Conditions.

1.2 Project Scope

The Client agrees to hire ██████████ to provide design services as set out in the estimate, quote or proposal.

1.3 Out of Scope Charges

Any additional services or revisions over and above the scope of work agreed, will incur additional costs charged at £50 per hour or £300 per day, payable on project completion. Notice of these charges will be given in advance. Major changes to the brief or scope may require a new quote to be agreed before work continues.

1.4 Design Project Duration

Any indication given by ██████████ of a design project's duration is to be considered by the Client to be an estimation. ██████████ cannot be held responsible for any project over-runs, whatever the cause. Estimated project duration should be deemed to be from the date that cleared funds of the deposit are received by ██████████.

1.5 Design Project Completion

██████████ considers the design project complete upon receipt of the Client's sign off or approval.

2 Payment

All deposits paid are non-refundable.

The Client will be asked to provide artwork sign off, followed by an invoice, before final artwork is released. At this time the fees due will become payable. Payment to be made within 14 days of the invoice date.

██████████ reserves the right to charge for late payments in accordance with The Late Payments of Commercial Debts (Interest) Act 1998, and subsequent legislation.

Payments may be made by BACS, cash, or cheque. There is a £5 admin fee for cheques. Returned cheques will incur an additional fee of £50 per returned cheque.

3 Ownership & Rights

3.1 Transfer of Rights

Upon full payment the Client shall be the exclusive owner of all intellectual property rights, including but not limited to copyrights and trademarks, in and to the work produced by ██████████ in connection with the agreed scope of work.

If multiple design concepts are submitted, only one concept is deemed to be given by ██████████ as fulfilling the contract. All concepts, ideas, sketches, designs, illustrations or copy created during this project, which are not used by the Client, will remain the property of ██████████.

3.2 Trademark Infringements

All design work where there is a risk that another party may make a claim, should be registered by the Client with the appropriate authorities prior to publishing or first use or searches and legal advice sought as to its use. ██████████ shall not be held responsible for any costs or legal liabilities arising from trademark infringements or other intellectual property issues related to the design materials after full payment has been made. Any claim against ██████████ shall be limited to the relevant fee(s) paid by the Client.

3.3 Portfolio Usage

██████████ is granted the right to use the completed design materials for portfolio and self-promotion purposes unless agreed otherwise.

4 Client Relations

4.1 Revisions & Feedback

The Client agrees to provide timely feedback and request revisions, if necessary, within 5 working days of receiving deliverables. The number of revisions are set out in the estimate, quote or proposal. In the event that further revisions become necessary beyond what was initially agreed upon, each additional round of revisions will incur an additional fee as set out in point 1.3.

4.2 Copyright & Trademarks

By supplying images, text, or any other data to ██████████ for inclusion in the Client's project, the Client declares that it holds the appropriate copyright and/or trademark permissions. The ownership of such materials will remain with the Client, or rightful copyright or trademark owner.

The Client grants ██████████'s permission to use this material freely in the pursuit of the design and to utilise these designs in its portfolio unless agreed otherwise.

The Client agrees to fully indemnify and hold ██████████ free from harm in any and all claims resulting from the Client not having obtained all the required copyright, and/or any other necessary permissions.

4.3 Data Formats

The Client agrees to ██████████ definition of acceptable means of supplying data to the company.

Text is to be supplied to ██████████ in a digital format as standard text (.txt), MS Word (.doc) via data transfer or via e-mail.

Images which are supplied in an electronic format, are to be provided in a format as prescribed by ██████████ via data transfer or e-mail. Images must be of a quality suitable for use without any subsequent image processing, and ██████████ will not be held responsible for the image quality which the Client later deems to be unacceptable. ██████████ cannot be held responsible for the quality of any images which the Client wishes to be scanned from printed materials.

Additional expenses may be incurred for any necessary action, including, but not limited to, photography and art direction, photography searches, media conversion, digital image processing, or data entry services.

4.4 Rights of Refusal

██████████ will not include in its designs, any text, images or other data which it deems to be immoral, offensive, obscene or illegal. All advertising material must conform to all standards laid down by all relevant advertising standards authorities. ██████████ also reserves the right to refuse to include submitted material without giving reason. Any images and/or data that ██████████ does include in all good faith, and then finds out that it contravenes these Terms & Conditions, the Client is obliged to allow ██████████ to remove the contravention without hindrance, or penalty. ██████████ is to be held in no way responsible for any such data being included.

5 Confidentiality

Client and ██████████ agree to maintain the confidentiality of any proprietary or sensitive information shared during the project.

6 Cancellation

Cancellation of orders may be made in writing, by e-mail or by phone by either party. The Client will then be invoiced for all work completed over and above any non-refundable deposits paid. The balance of monies due must be paid within 14 days.

9.1 Non-communication

Should there be a period of non-communication (30 days), the project will be deemed cancelled. The Client and ██████████ may discuss the terms and conditions for resuming the project at a later date.

7 Third-party

Whilst we take reasonable steps to investigate the materials & suppliers we recommend, we accept no responsibility for the performance or quality of materials/ services or any consequential loss arising from their failure. The Client agrees not to hold ██████████ responsible for any such loss or damage.

██████████ reserves the right to use the services of sub-contractors, agents and suppliers and any work, content, services and usage is bound by their Terms & Conditions. ██████████ will not knowingly perform any actions to contravene these and the Client also agrees to be so bound.

8 Unforeseen Circumstances

In the event that ██████████ becomes incapacitated or unable to continue the project due to unexpected and uncontrollable circumstances (e.g. acts of nature, illness, or other emergencies), a portion of the total project budget may be reimbursed. If the work completed thus far can be utilized by another designer to continue the project, a refund percentage will be determined based on the work completed. Alternatively, any reasonable suggestions for handling the situation will be taken into consideration.

9 Amendment

These Terms & Conditions supersede all prior agreements made outside of a formal contract and may be amended or modified only by written agreement signed by both parties.