

# Terms and Conditions

- All adverts are accepted by *The Rickmansworth Directory* on the understanding that they are copyright free. This includes any images, logos, photos, trade logos, clip art or any other content that is used in the advert. It is the advertiser's responsibility to acquire any necessary permissions for the use of any images, logos, photos, trade logos, clip art or any other content that is used in their advert/editorial/article/any other content.
- It is the advertiser's responsibility to check the advert and ensure that it is correct at copy approval stage. No responsibility will be taken by *The Rickmansworth Directory* for any errors subsequently identified (i.e. after copy approval).
- Any logos/images/photos supplied should be a minimum of 300dpi. No responsibility can be taken for the print quality of any image/logo/photo supplied at a lower resolution.
- Any adverts supplied in JPEG, pdf or any other pre-prepared format will be inserted into *The Rickmansworth Directory* as supplied and will be assumed not to require copy approval. These files should be supplied at a minimum of 300dpi. No responsibility can be taken for the print quality of any advert supplied at a lower resolution. These files may be re-sized to fit the appropriate space.
- Any advert/editorial/article/design which *The Rickmansworth Directory* has created cannot be used in another publication or advertising medium (e.g. website) without the written approval of *the Rickmansworth Directory*. A fee will be payable to *The Rickmansworth Directory* if an advertiser wishes to re-use an advert/editorial/article/design in this way.
- *The Rickmansworth Directory* reserve the right to refuse/edit advertisements at our discretion.
- Once an advertising booking has been confirmed, either by an advertiser signing and returning the advertising order form or by confirmation telephone call, e-mail or letter, the advertiser has agreed to pay *The Rickmansworth Directory* for the advertising and will be invoiced for the booked advertising. In cases where an invoice has been paid then no credit or refunds will be given.
- Advertisers who pay for their advert by standing order are advised that their advert will be printed in the magazine until such time as they notify *The Rickmansworth Directory* that they wish to cancel. Standing orders must be set up so that payment is received by *The Rickmansworth Directory* by the date specified on the order confirmation form i.e. prior to printing. It is the advertiser's responsibility to inform *The Rickmansworth Directory* if they wish to stop running their advert. Notification of cancellation must be received by the copy deadline date. If the advertiser cancels their standing order without telling *The Rickmansworth Directory* and the advert is published, the advertiser will be invoiced separately for the advertising cost.
- *The Rickmansworth Directory* gives no guarantee of the level of response to adverts/editorial/articles etc.
- The distribution area of *The Rickmansworth Directory* may vary at the discretion of the publisher.
- All invoices are payable within 10 days of the date stated on the invoice or by the date stated on the order confirmation form, whichever is sooner and in no circumstances shall the advertiser be entitled to make any deduction or withhold payment for any reason at all.
- Without prejudice to any other rights of *The Rickmansworth Directory* if the advertiser fails to pay the invoice price by the due date the advertiser shall not be allowed any discount given in that invoice or in any other way agreed. *The Rickmansworth Directory* reserves the right to refer the outstanding amount to a third party for collection. The advertiser will be responsible for reimbursing either *The Rickmansworth Directory* or the third party all costs, interest and expenses (including legal costs) incurred in the collection of any overdue amount.

Note: Where the term advert is used this means any advertisement, editorial, article, or any other material (e.g. community content) supplied for publication.