

## Career Guidance Charts 2016

PLEASE READ THE TERMS AND CONDITIONS CAREFULLY BEFORE PLACING AN ORDER FROM CAREER GUIDANCE CHARTS AND RETAIN A COPY OF THEM AND YOUR ORDER FOR FUTURE REFERENCE.

By PLACING AND ORDER WITH US IT IS DEEMED THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO THESE TERMS AND CONDITIONS.

### **Orders and Prices**

Career Guidance Charts use Paypal as our line purchase system which provides you with secure internet access.

We accepts payment by any of the credit card shown as acceptable on the paypal website at time of purchase.

All our prices are shown in UK pounds sterling and may be subject to an additional delivery charge where stated.

These charges where applicable will be added on confirmation of your address and payment details and prior to the order being placed during the payment process.

The description and price of goods will be as shown on the website at the time you place your order. Every effort will be made to ensure that prices shown on the website are accurate at the time of purchase. Career Guidance Charts is under no obligation to accept any order. Our prices may vary according to sales and promotions and seasonal offers

### **Delivery**

We seek to deliver our products to you within one week of ordering. Where additional artwork is required we will fulfill the order once all the necessary artwork has been received

Goods ordered will be delivered to the address given when the order was placed. Please contact us if you wish to change the delivery address. We cannot accept liability for products delivering to the incorrect address given.

Delivery of publications to you will be considered to have occurred once the publication is placed with Royal Mail, or any other service we may use.

If there is no one available at the delivery address to accept delivery of couriered goods, you will be notified of an alternative delivery date or place to collect the goods. Career Guidance Charts cannot accept responsibility for large goods that are returned to the post office and remain uncollected.

Career Guidance Charts are not liable for any loss or damage suffered by you through any unavoidable delay in delivery of an order and we are not liable for any damage which occurs to an order after a delivery has been made.

## **Complaints**

Please direct any complaints with regard to any of our products to [sales@careerguidancecharts.com](mailto:sales@careerguidancecharts.com). We will endeavour to resolve your issue as soon as possible

## **Licence Terms**

If your product involves a licence term we will set forth the agreement between you and ourselves in a separate email

## **Our Offers/ Discounts**

We reserve the right to withdraw an offer at any time.

You must select the offer at the point of sale. We reserve the right not to send any offers if you have not requested them. You accept the terms of taking up our offers as outlined below. You cannot combine any discount offer at our store. Only one discount may be used. Any discounts requiring your details will be kept on our database exclusively for informing you of any product offers. We will not forward your details to any third party. By taking up a discount you agree to receiving information from our mailshot. You have the right to unsubscribe at any time.

## **Ownership and Copyright licence**

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## **Licence Renewal**

At the end of the licence year as set out in your terms and conditions, you will be required to renew your licence for your digital software, copyright and any other intellectual rights or royalties that belong to us. You may end the licence agreement with us at the end of the year or may wish to renew your licence. If you wish to continue to copy from any of our publications an ongoing licence fee may be required.

## **Self Printing**

We are not responsible for the quality of any printed production of these charts. Our documents are sent to you as read only pdf's with or without bleed lines as you request in 300dpi format. Please note that printing without bleed lines may incur a small white border around the charts where the cropping of the charts would normally take place. In choosing to digitally print, you accept the liability and responsibility for the printing process and any issues that arise as a result of bleeding or non bleeding.. We are not liable for any software problems or conflict issues you may incur from producing our charts.

## **Payment Security**

Paypal allows us to safely process your credit card payments and complete the financial transactions as securely as possible. For further information regarding Paypal's secure systems please visit their website [www.paypal.co.uk/](http://www.paypal.co.uk/)

## **Privacy**

We do not disclose buyer's information to third parties.

## **Returns**

In cases of goods that are faulty, damaged or wrongly supplied please contact us. Any items returned under distance selling regulations, the customer will be required to pay the postage.

## **Card Payments**

All credit card payments made over the phone will incur a 3.5% charge

## **Product Liability**

Career Guidance Charts do not directly produce any products. All our items are shipped and printed by our manufacturing suppliers. In cases of any claims made against our supplied products that cause injury or damage, we will identify the product manufacturer in the first instance to which any claim should be directed.

## **Artwork Proofing**

We will send you a version of the artwork prior to production in any case where you requested graphic design for your product. Once you have seen and proofed this we can accept any liability for

mistakes missed, colour imperfections or any other corrections once the item has been received..  
We cannot be liable for any.

#### **Late Payment Charges**

We reserve the right to apply charges to late payments beyond the standard 30 day terms. Late payment is 30 days after the invoice has been received for any digital goods or services provided and 30 days from receipt of delivery for any products supplied. Late payment is 8% interest on the invoice plus bank of England base rate. This is charged as a proportion of days from date payment is late plus administration charge of £40 for invoices up to £999.99 and £70 thereafter. We reserve the right to charge fully the amount as entitled to by late payment legislation.

*Terms and Conditions CGC 2016*