



## AH Copy Terms and Conditions continued

### Copyright

Copyright automatically resides with the author (see: <http://www.ipo.gov.uk/types/copy/c-ownership/c-commissioned.htm>), and I retain these rights but grant you permission to use any work produced for the purpose described at the time of undertaking for free. I am generally happy for the work to be used for other purposes, only by the client for whom the work was produced, at no further cost, but as a courtesy require notification of such intent. I reserve my economic rights should alternative use be exceptional or excessive.

I reserve the right, once the work produced has been published as intended and excepting work where privacy remains an issue, to use any part of that work for marketing purposes, including graphics or downloadable PDFs of the final version.

### Completion

Where appropriate I require a hard copy and electronic PDF copy of any completed or published works for my own records and portfolio.

### Payment terms

My standard terms are that I will invoice either at the time of completion and acceptance of the work, or in stages agreed at the time of commissioning should the project duration be greater than one month.

Payment is due within 30 days of date of invoice.

Should a project be cancelled for any reason after work has begun you agree to pay me for any work completed at my standard hourly rate, and the invoice will be issued immediately I am notified of cancellation.

AH Copy is signatory to the UK Government's Better Payment Practice Code. If payment is not received within 5 working days of the due date shown on the invoice, I reserve the right to charge interest. That interest is applied according to the DTI's Better Payment Practice guideline of 8% plus the Bank of England reference rate at that time. Full details of these terms and legislation can be viewed at [http://www.payontime.co.uk/legislation/legislation\\_main.html](http://www.payontime.co.uk/legislation/legislation_main.html).