

GETTING TO THE POINT...

WORKING TOGETHER

Not everybody understands how graphic design companies work and how clients can make the most of them. This information will help you! **We need to work together for the best results.** Your aims, ideas, needs and information. Mega Advertising's knowledge, skills and creativity. We'll take the time to get to know you. With this personal attention we'll make sure you get the right look for the right reasons. Mega Advertising will help you 'reach the top' in your business.

STEP BY STEP

- 1 Contact us. There is no cost for the initial conversation for any job. We like to get to know you and your business, and advise on what you may need now and in the future.
- 2 Bring us your ideas, needs and information. It's a help to bring existing promotional pieces if you have any, but we can start from scratch. For items such as business cards, we need correctly spelt, accurate information: name(s), addresses (street, PO Box, new postal codes, email and website) and mobile/telephone/fax numbers. It saves us time (and in the end, time is money) if you have this information ready.
- 3 We'll supply quotes. We'll quote for each aspect of your job separately so that you'll know exactly what charges to expect. (In our quote we allow for making some corrections and small changes, but if you make a lot of changes we'll need to charge a little more. We'll advise you when you're at the limit!). Quotes are good for 30 days.
- 4 You tell us what to do. Then we can get started. Remember, what you are paying for initially is skilled time, so you will be billed for work as quoted (even - a very rare thing - if you don't use it). We'll work hard with you to get a result that excites you!
- 5 You check proofs of texts, layout, etc very carefully. We take every care, but the responsibility for accuracy must lie with you.

PRODUCTION

We can arrange this for you - competitive quotes will be provided. If we work directly with our printers we can cut down the chance of mistakes. If we use your printers (we are very happy to) we want to liaise directly and carefully with them. We prefer written confirmation (email is excellent) to proceed, but your word forms a contract. Delivery is free in the Christchurch area, unless a courier is required. Beyond Christchurch freight is charged at cost.

PAYMENT

Payment is due 14 days from the date of each invoice (please arrange in advance if you wish to request any variation from this). Invoices are issued separately for each quoted job. Usually soon after an invoice is sent, we will contact you to see that you have received it and are happy with the work. If the majority of a task is completed and we are waiting for further minor details, the invoice will be issued. Work remains the property of Mega Advertising Limited until full payment has been received. Payment can be made by bank transfer (bank account details on invoices). If you have any problems, be sure you tell us before the 14 day period has expired. If payment is not made on the due date for payment, we follow standard business procedures. The client shall pay interest at 2% per month on the balance of the invoice outstanding, from the due date for payment to the date on which the amount is paid. Details of the account may be referred to a credit reference agency and the client will be liable for recovery costs incurred.

THANK YOU... from your team at Mega Advertising Limited, powered by Pinnacle Design!