

# ADJACENT DIGITAL POLITICS LTD – DIGITAL MEDIA TERMS & CONDITIONS

- 1 (a) In these Terms and Conditions 'the Company' means Adjacent Digital Politics Ltd and 'the Client' (which expressions shall include any principal on whose behalf the Client Website Order Form overleaf ('the Order') is signed means the person, firm or company placing the order. Persons Signing the Order shall be deemed to have authority so to do from the person, firm or company on whose behalf they are acting or purporting to act.
- (b) Orders placed with the Company shall constitute a contract when the Client either signs the Order or confirms acceptance by email.
- (c) The Company and the Client acknowledge that these Terms and Conditions have been given due consideration and that they are considered reasonable and fair to both parties.
- (d) The Company reserves the right to revise these Terms and Conditions from time to time.
- 2 (a) The Client shall supply the Company sufficient wording and layout material for the Client content and/or advertisement and/or entry on or before the 'CONTENT REQUIRED BY' date specified overleaf (PART 2B, WEB DETAILS section) and if no such date is specified then within 14 days of the date of the Order.
- (b) If copy details are not supplied in accordance with the above the Company may either:-
  - (i) submit an entry of its own design showing a minimum of the name, address and telephone number of the Client as detailed overleaf and the Client shall remain liable for the full space charge; or
  - (ii) postpone entry to the website and the total charge as set out overleaf and is subject to settlement 14 days after the original date booked.
- (c) If the Client fails to supply the Content by the Content Required By Date (CRBD) then the Company will invoice the Client in full and settlement will be required 14 days from the date of the invoice. If the Client fails to supply copy by one month after the CRBD, then the Client will also lose the right for their Content to be displayed on the Company website.
- (d) Delivery policy – Products/Services will be delivered digitally in accordance with the month commencing date as stated in Part 2 of the Order Form. When the client agrees with the company to provide web content that can be made "live" on the website earlier than contracted commencement date, the company reserves the right to raise the invoice in line with the new "live date".
- (e) The contents of this contract are strictly confidential between the Company and the Client. No information regarding this contract – products/services/pricing can be released to a third party without our prior consent.
- 3 In the event of:-
  - (i) any distress execution or other legal process being levied upon any of the Client's assets;
  - (ii) the Client entering into any arrangement or composition with its creditors committing any act of bankruptcy or (being a Corporation) an order being made or an effective resolution being passed for its winding up except for the purposes of amalgamation or reconstruction as solvent company or a Receiver being appointed in respect of the whole or any part of its undertaking or assets;
  - (iii) non-payment by the Client of any monies due from it to the Company, the Company shall be entitled to cancel this or any contract between the Client and the Company.
- 4 (a) In the event of any such cancellation by the Company in accordance with Clause 3 above or any repudiation of the contract by the Client the Company shall be entitled to recover as damages from the Client all loss and damage of whatever kind consequential or otherwise which the Company shall sustain in connection with such cancellation.
- (b) The exercise of the rights conferred by this condition shall be without prejudice to any other right enjoyed by the Company pursuant to the Terms and Conditions or by law.
- 5 The Company reserves the right to refuse acceptance of or to cancel any order at any time prior to going live without giving reason therefore and (subject to Clauses (3) and (4 a) above) in circumstances the Company shall repay to the Client any monies paid by the Client and such repayment shall constitute entire discharge of the Company's liabilities to the Client in respect of such refusal or cancellation.
- 6 The Company shall not be liable for loss or damage suffered by the Client or a third party by reason of the Client infringing the copyright or trademark or other rights whatsoever of a third party and the Client agrees to indemnify the Company against any cost claims demands and expenses in respect of any infringement thereof. The client confirms that the information concluded on the website complies with all relevant statutes and regulations including, for example, the Obscene Publications Act 1959, the Indecent Displays Act 1981 and the Defamation Act 1996.
- 7 (a) The Company does not undertake with the Client to grant any trade monopoly and reserves the right to publish Client Website content and/or advertisements of similar trades and businesses or occupations to that or those of the Client.
- (b) The Company does not agree to provide exclusive rights to profile and/or advertise and does not agree to provide special conditions or special positioning of Client Website content and/or advertisements within a particular category or classified heading unless expressly agreed to in writing on the Order form overleaf.
- 8 (a) Accounts are strictly nett unless otherwise stated.
- (b) The total charge for the Client's appearance on [www.openaccessgovernment.org](http://www.openaccessgovernment.org) as set out overleaf is subject to settlement 14 days after appearing on the website in relation to the details booked overleaf.
- (c) The Company reserves the right to charge interest on overdue accounts at eight percent above the Base Lending Rate in force at the time the account becomes overdue.
- (d) Any payment due under the Order shall be made in full without set off or counterclaim.
- (e) In the event of non payment or non compliance of our payment terms then the Client shall be responsible for all legal, collection and debt recovery fees and costs.
- 9 (a) The Client shall have the right to cancel the order within 7 days of the date hereon. However, if the Order is formed within the month that the product/service commences then there is no cancellation period. Notice must be given in writing by the Client using Recorded Delivery Post or by email, other than aforesaid the Order is binding on the Client and payment is due in full.
- (b) Disputes must be raised within 10 working days from the date of the invoice. Details of a dispute must be given in writing, (letters, fax and emails are acceptable forms of notification). Physical proof of delivery may be requested. In the event that a refund is agreed, then this will be processed within 5 working days of the refund acceptance.
- (c) In the event of any dispute outside of the 7 day cancellation period, the Company reserves the right to invoice the client and collect payment within the standard 14 day period, irrespective of any extended payment terms agreed on the contract.
- 10 The Client acknowledges and agrees that while the Company will make every effort to position all Client Profiles and/or advertisements in accordance with the article/editorial request overleaf no guarantee can be given regarding this.
- 11 (a) Every order shall be subject to these Terms and Conditions to the exclusion of any other terms (but not limited to) any terms contained in any earlier set of Terms and Conditions issued by the Company or any form of order or any other documentation issued by the Client.
- (b) These Terms and Conditions can only be amended if the amendment is agreed to by a director of the Company in writing and by the Client in writing.
- 12 (a) Commitments made by the Company's agents representatives or employees are valid only if in writing and are included within the Order form overleaf. Any other commitment is valid only if confirmed in writing by a director of the Company.
- (b) Any representations to be binding on the Company must be specifically agreed to in writing by a director of the Company at the time of the Order.
- (c) The Client acknowledges that save in the circumstances Specifically provided for in sub-clauses (a) and (b) above no representation whether oral or in writing has been made by any of the Company's agents representatives or employees which led the Client to place the Order with the Company.
- 13 (a) The Company shall have no liability to the Client for any loss, damage, costs, expenses or other claims for compensation arising from any errors or omissions or any information which is incomplete, incorrect, or inaccurate by reason of events beyond the Company's control.
- (b) Except in respect of death or personal injury caused by the Company's negligence, or as expressly provided in these conditions, the company shall not be liable to the client by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the expressed terms of the contract, for any loss of profit or any indirect, special or consequential loss. Damage, costs, expenses or other claims (whether caused by the negligence of the Company, its servants or agents or otherwise) which arise out of or in connection with the provision of any services by the Company and the entire liability if the Company under or in connection with the contract shall not exceed the amount of the Company's charges for the provision services.
- 14 This contract is subject to and governed by the laws of England and Wales and the Client and the Company shall submit to the jurisdiction of the English Courts.
- 15 The Client gives consent to the Company to carry out a credit search on the Partners and Directors of the organisation now or at a future date. The credit search will be recorded by an agency and may be disclosed to subsequent enquirers.
- 16 The Company may use the Client's profile and publish it on the Company's website as a news story. If this is the case, then the Company reserves the right the change the layout and content to enhance the Search Engine Optimisation.