

Over



## Terms and conditions

- Gil Moolenaar is trading as Over the Moon Marketing.
- Services provided by Over the Moon Marketing will not be undertaken without prior consultation and agreement with the client.
- Consultancy services provided by Over the Moon Marketing are charged either by the hour, by the project, or on a retainer basis at a rate to be agreed.
- Any work created by Gil Moolenaar or Over the Moon Marketing on a client's behalf will remain Gil Moolenaar's copyrighted property. This includes press releases, photographs, articles, brochures, websites, marketing plan, direct mail, advertisements, etc. If you want to use the work in any other way, eg by reproducing an article in a magazine, you will need her permission to do so.
- Invoices will be submitted during the month the work has been carried out. Cashflow can make or break a small company, so you are politely requested to ensure payment is made within 14 days. Cheques should be made payable to Gil Moolenaar. Any queries on the invoice should be raised within 3 days of the date shown on the invoice.
- Mileage will be charged at 40p per mile. Out-of-pocket expenses will be reimbursed at cost.