



Dear Client

## Terms and Conditions – LPG Contractor

Thank you for choosing Launch Pad Graphics Ltd to supply your graphic works. To ensure the smooth running of this work please note that the following terms and conditions will apply:

1. Your LPG contractor will in conjunction with the client assess the project requirements.
2. Your LPG contractor will then brief the client on the tasks required to complete the assignment, and arrange a mutually convenient time to start.
3. Your LPG contractor can either work on site or make ongoing time slots with you if work off site is required. Please give as much notice as possible if you need to change regular arrangements.
4. Your LPG contractor will be available to assist with any problems during the work time, enabling the work to proceed as smoothly and efficiently as possible.
5. For ongoing contract work, LPG will invoice you at the end of each calendar week for the hours completed. Payment terms are 7 days following invoice.
6. The contract hourly rate is based on the application requirements.
7. You agree not to offer employment to, or otherwise cause employment of, your LPG contractor outside the terms of this agreement.
8. You agree to provide a PC that satisfies essential PC settings for graphic works, and provide certain software that is needed. LPG contractor will have rights to use his own software to assist graphic work.
9. You agree to provide a work environment that complies with NZ occupational health and safety standards, or otherwise to indemnify LPG against any claims made in this regard.

Please indicate your acceptance of the above by signing below and returning to LPG. Please take a copy for your own records also. We look forward to assisting you with your graphic work needs.

Kind regards

LPG Director \_\_\_\_\_ Client Signature \_\_\_\_\_ Date \_\_\_\_\_