

TERMS & CONDITIONS 2024

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ELLISONMARKETING

****Ellison Marketing Limited - Terms and Conditions 2023****

Effective Date: January 1, 2023***

Thank you for choosing Ellison Marketing Limited for your marketing and web-related services. Below are our updated terms and conditions for 2023. Please read them carefully before entering into an agreement with us.

****1. Ongoing Marketing Agreements****

1.1. **Invoicing**

Ellison Marketing will issue a full invoice in the first month of your agreement and subsequently every month thereafter. This arrangement will continue automatically on a monthly basis after the initial 3-month project period. If you do not wish to continue the service, please inform us by the end of month 2. A 1-month notice period is required for cancellation after this point.

1.2. **Flexible Usage**

When entering a marketing project with Ellison Marketing Ltd over an agreed timescale, we will serve as your external marketing resource. You have the option to use our services for alternative forms of marketing equal to the cost of the project, subject to our discretion.

1.3. **Early Termination**

Early termination or changes in circumstance will result in Ellison Marketing requiring full payment for the ongoing project.



1.4. **Project Delays**

If the client experiences project delays due to unforeseen circumstances, Ellison Marketing will honour the outstanding work. However, payments must still be made according to the due dates outlined in the proposal.

****2. Web Project/Web Maintenance/Hosting****

2.1. **Project Commencement**

Stage 1 of your web project will commence once the first payment has been received and confirmed by the Ellison Marketing Finance Department. Please note that a delay in this payment could affect the project timescale.

2.2. **Theme License**

For website development, a theme is used as part of the process. We charge an additional £75 for the license of this theme, which is a one-time cost. Ownership of the license and website will be transferred to you upon completion. If your site does not use a theme, this charge will not apply.

2.3. **Early Termination**

Similar to marketing agreements, early termination or changes in circumstance for web projects will result in Ellison Marketing requiring full payment.

2.4. **Additional Work**

If unforeseen events occur during the project or if you request additional work outside the project's scope, Ellison Marketing Ltd reserves the right to charge additional fees for the extra work.

2.5. **Web Maintenance**

Ellison Marketing offers a fair usage policy of no more than 6 hours per quarter for standard front-end web work. If additional back-end work is needed for smooth operation, it will count against this time. Unused hours cannot be carried over after each quarter. Your account manager will assist in optimising your hours with our web and SEO team.

2.6. **Hosting, SSL, SMTP, Cookie Subscriptions and Web Agreements**

Cancellation of hosting and web agreements requires one full month's notice prior to renewal. Failure to provide notice will result in renewal for the entire year.

****3. Project Timeframes****

Please note that project timeframes will commence once your deposit/initial payment has been confirmed by the Ellison Marketing Finance Department. Late submission on information will affect the project finish time and even though we will aim to complete to schedule we cannot be held responsible to late completion in these circumstances.

****4. Additional Charges****

If any unforeseen circumstances arise during the project or if you request additional work beyond the project's scope, Ellison Marketing Ltd reserves the right to charge additional fees for such work.

For any accounts-related inquiries, please contact us at:

Accounts: 01978 265 807

Email: accounts@ellisonmarketing.co.uk

By entering into an agreement with Ellison Marketing Limited, you agree to abide by these terms and conditions. If you have any questions or concerns, please do not hesitate to contact us. We look forward to serving your marketing and web needs in 2023.

Ellison Marketing Limited reserves the right to modify these terms and conditions without prior notice.