



GENERAL TERMS AND CONDITIONS OF BUSINESS

1. Terms of payment:
 - 45% of the total fee by virtue of advertising space reservation, payable by transfer within 7 days from the date of signing this purchase order after a correct VAT invoice is submitted to the Customer;
 - 55% of the total fee payable by transfer upon publication of the Customer's presentation in the album within 7 days from the receipt of a correct VAT invoice.
2. The price is inclusive of:
 - complete graphic design of the presentation according to standard adopted for the publication,
 - text editing based on information found on the Customer's website or in the submitted source materials
 - photographs made by professional photographic agencies
 - translation into English
 - linguistic review and proofreading
 - arrangements with the Customer over telecommunications and IT channels
 - desktop publishing
 - printing the album containing the presentation
 - delivering a sample copy to the Customer as a proof of completed service or/and delivering additional copies they have ordered in advance.
3. To enable the Publisher to prepare the Customer's presentation, the Customer undertakes to deliver all the requisite source materials.
4. The Customer shall deliver the materials to be published or developed into a presentation by the Publisher within 30 days from the date of the Purchase Order. If the Customer fails to submit the above-mentioned materials within the agreed term, the Publisher will be entitled to refuse to complete the order.
5. The requisite materials to be delivered by the Customer if the presentation is developed by the Publisher:
 - a ready text in a .txt or .doc format containing ca. 1800 characters including spaces per page or source materials to be edited by the Publisher and developed into a text to be presented to the Customer for acceptance;
 - photographic material: photograph of the headquarters, pictures illustrating activities and projects – in a .jpg or .tiff format, resolution 300 dpi, size at the base (measured horizontally) at least 10 cm – 3-4 photographs per page; if the Customer does not own relevant

photographic material, the Publisher will use universal agency photographs for the purposes of the presentation; (Note! The payment of a standard publication fee does not authorise the Customer to require that the Publisher should take photographs of the headquarters, activities or products of the Customer).

6. Delivery of materials:
 - materials not exceeding 20 MB shall be sent via e-mail to: quiximedia@gmail.com
 - larger files should be uploaded to **ftp.quixi.pl**, user: **mat**, password: **Q98i1da09aafd!**, folder: **materialy.quixi.pl**
 - materials not available in electronic form should be sent by mail to: Quixi Media, ul. Matejki 1A, 85-061 Bydgoszcz
7. The Customer declares it is authorised to use all marks, models, trade names and trademarks and it is entitled to publish the materials submitted to the Publisher.
8. The Publisher, during the development of the presentation, undertakes to agree on its respective components with the Customer's contact person. The consultation will involve reasonable revisions and final approval for printing. If the Customer does not respond within 7 days from the date of delivery of the draft presentation or any part thereof, the Publisher will consider they accept the presentation. Afterwards, no revisions will be possible.
9. Following the revision of the draft presentation or its part, if the Customer requested specific corrections to be made and the Publisher implemented such corrections, the Customer cannot request for any additional corrections to be made to elements that were previously accepted. The Publisher may not take the requested changes into account if such changes cannot be implemented for technical or legal reasons or if their implementation constitutes an infringement of other obligations of the Publisher. In this case the Publisher must notify the Customer accordingly.
10. If the Customer gives up the service they will inform the Publisher accordingly via registered mail. A resignation declaration should be submitted at the latest within 14 days from the date of the Purchase Order. A declaration submitted in a different form or after the expiry of this term does not discharge the Customer from their obligation to pay the full fee.
11. All complaints must be submitted by the Customer in writing (by registered mail) within 14 days from the date of fulfilment of the Purchase Order and receipt of the ordered copies of the publication by the Customer. The Publisher will disregard any complaints submitted in a different form or after the expiry of the appointed term.
12. The Publisher shall review the Customer's complaint and provide a response in writing within 7 days from the receipt of the complaint. The Publisher's liability with regard to complaints shall be proportional to the amount by which the value of the completed service is reduced. However,

it shall not be higher than the fee received by the Publisher by virtue of the Purchase Order.

13. The CUSTOMER will appoint their employee – agent to act as a contact person for the PUBLISHER and to deliver the declared materials to the PUBLISHER, agree on the content and form of the presentation and perform the final revision of the presentation. Any declaration made by the above-mentioned contact person shall be deemed to have been made by the Customer. The PUBLISHER'S contact person for the CUSTOMER will be Mrs Joanna Walentowska, Account Manager, tel. 0 52 551 37 66, fax 0 52 552 97 67, e-mail: quiximedia@gmail.com. Any declaration made by the above-mentioned contact person shall be deemed to have been made by the PUBLISHER.
14. In matters not regulated by these terms and conditions relevant provisions of the Polish Civil Code shall be applicable. All disputes shall be settled by a common court of venue for the registered office of the Publisher in Bydgoszcz.