

LOOKING GLASS PRESS TERMS AND CONDITIONS OF TRADING

1. INTRODUCTION

1.1 Application of these Terms and Conditions

These Terms and Conditions are incorporated into any contract between an Looking Glass Press [LGP] and the customer for the supply of goods and/or services by LGP to the customer.

1.2 Interpretation

In these Terms and Conditions "Business Day" means a day on which banks are open for general banking business in the Australian Capital Territory; "Proposal" means the proposal referred to in sub-clause 2.1 (b) (as amended in accordance with clause 2.4); "Goods" means the final goods produced by LGP by completing the Order; "GST" means A New Tax System (Goods and Services Tax) Act, 1999; "Interest Rate" is calculated at 12 percent per annum; "Order" means the work required to be done in order to fulfil the customer's instructions.

1.3 General

In these Terms and Conditions, unless the context otherwise requires:

- the singular includes the plural and vice versa;
- a reference to a clause is a reference to a clause of these Terms and Conditions;
- a reference to a party to these Terms and Conditions or any other document or arrangement includes that party's executors, administrators, successors and permitted assigns;
- where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;
- a reference to a period of time (including, without limitation, a year, a quarter, a month and a day) is to a calendar period.

1.4 Headings

In these Terms and Conditions, headings are for convenient reference only and do not affect interpretation.

1.5 Business Day

If the day on which any act, matter or thing is to be done under this agreement is not a Business Day, that act, matter or thing:

- if it involves a payment other than a payment which is due on demand, must be done on the preceding Business Day; and
- in all other cases, may be done on the next Business Day.

2. PROPOSALS

2.1 LGP to supply Proposal

LGP may, if requested by the Customer, give the customer a proposal specifying:

- the work required to be done in order to fulfil the customer's instructions; and
- an estimate of cost of LGP's charge for the performance of such work.

2.2 Acceptance by customer

Where LGP has given the customer a Proposal:

- LGP need not commence work until the Proposal has been accepted by the customer.
- The customer may accept the Proposal by instructing (orally or in writing) for LGP to commence work.
- Acceptance by the customer of the Proposal will constitute acceptance by the customer of these Terms and Conditions.

2.3 Proposal evidence of instructions

If a written Proposal is accepted by the customer, the work the subject of the Proposal shall be carried out and the customer shall pay for the work in accordance with the Terms and Conditions.

2.4 LGP may revise estimate

LGP may vary the fees estimate before the Order has been completed to take into account any rise or fall in the cost of performing the Order and LGP shall notify the customer of such amendment as soon as practicable thereafter. Upon LGP giving the customer notification of such amendment such amended estimate shall be and be deemed to be the Estimate for the purposes of these Terms and Conditions.

3. CHARGES

3.1 Invoice

Subject to clause 5.3, when the Order has been completed, LGP will issue an invoice to the customer for the amount of the Estimate or, if no Estimate was made, for an amount representing LGP's charge for the work done in filling the Order, and for any of the other charges specified in clause 3.2.

3.2 Additional Charges

In addition to the amount of the Estimate, or where no Estimate was given, in addition to the amount representing LGP's charge for the work done, LGP may charge to the customer:

- fees for any preliminary work performed at the customer's request;
- fees for additional work required to be done as a result of the customer changing his, her or its instructions;
- fees for having to work from poor copy;
- fees for work which involves tables or foreign language and which was not notified to LGP before the Proposal was prepared;
- fees for additional work required to be done as a result of author's corrections, including repagination or reformatting;
- fees and other charges for work required to be done urgently, including any overtime costs;
- fees for handling or storing material or equipment supplied by the customer for the purposes of the Order;
- fees for changing or correcting, in order to ensure that the Goods are properly produced, any plates, film, bromides, artwork or any document including computer files supplied for the purposes of the Order by the customer;
- freight costs and charges;
- other charges, fees or disbursements referred to in these Terms and Conditions and not specified in this clause;

3.3 For the purposes of these Terms and Conditions:

- the terms "LGP's charge" refers in each case to the standard or usual fee charged by LGP from time to time in respect of the Order;
- "preliminary work" means all and or any work undertaken by LGP at the customer's express or implied request, the performance of which work was necessary to enable the Order to be commenced and which work was not within the reasonable contemplation of LGP at the time when LGP supplied the Proposal;
- "additional work" includes all work undertaken by LGP as a consequence of the customer's variation, alteration or modification of its instructions in relation to the Order; and
- "freight costs and charge" includes all costs and expenses incurred by LGP in removing the Goods from its premises, whether by way of actual or attempted delivery to the customer or otherwise.

4. DELIVERY

4.1 Notification

LGP shall notify the customer when the Goods are ready for collection.

4.2 Collection

The customer must collect the goods from LGP's premises upon being notified by LGP that the Goods are ready for collection. If LGP agrees to deliver the Goods the customer shall bear all freight costs and charges of such delivery.

4.3 Rejection

Subject to clause 7.1 the customer may only reject the Goods if they do not comply with the customer's instructions. If the customer wishes to reject the Goods, the customer must notify LGP of the rejection:

- if LGP agrees to deliver the Goods to the customer's premises—within 7 days of delivery (or such time as is mutually agreed);
- otherwise—within 7 days of notification that the Goods are ready for collection (or such other time as is mutually agreed).

4.4 Risk

The risk in the Goods passes to the customer:

- if LGP delivers the Goods to the customer's premises or a mutually agreed point of delivery—at the time of delivery;
- otherwise—at the time LGP notifies the customer that the Goods are ready for collection. If the customer is entitled to reject the Goods and rejects the Goods in accordance with these Terms and Conditions, risk reverts to LGP at the time the customer notifies LGP that the Goods are rejected.

5. PAYMENT

5.1 Time for payment

The customer must, within 14 days of the customer receiving LGP's invoice, pay to LGP the total amount set out in the invoice.

5.2 Interest

LGP may charge interest at the Interest Rate on amounts not paid within the time specified in clause 5.1.

5.3 Advance and progress payments

- LGP may issue an invoice for the amount of the Proposal before commencing the Order where LGP has not previously carried out work for the customer or where LGP considers it otherwise prudent to do so;
- LGP may, in the event that LGP is of the view that completing the Order will take more than a month, at any time before the Order is completed, issue one or more invoices for a proportion of the amount of the Proposal (the proportion to be at LGP's discretion) and require that the proportion of the Proposal to be paid in advance of any further work being done.
- If the Order is suspended for more than 30 days at the request of the customer or as a result of something for which the customer is responsible, LGP may issue an invoice for a particular sum (to be specified by LGP) for the work already done and for other costs incurred by LGP (such as storage costs).

6. NON-PAYMENT

6.1 Retention of Ownership

Until the customer has paid all sums outstanding in relation to the Goods:

- title in the Goods shall not pass from LGP to the customer.
- if the Goods are in the customer's possession, the customer shall hold the Goods as trustee for LGP and must store the Goods so that they are clearly identifiable as the property of LGP.
- LGP may call for and recover possession of the Goods (for which purposes LGP's employees or agents may enter the customer's premises and take possession of the Goods without liability to the customer) and the customer must deliver the Goods to LGP if so directed by LGP.
- The customer may, in the ordinary course of the customer's business, sell the Goods to a third party but:
 - the proceeds of sale to the third party shall be held by the customer as trustee for LGP and the customer shall account to LGP for those sums; and
 - if LGP requires, the customer shall assign to LGP the customer's claim against the third party and shall execute all documents necessary to effect that assignment.

6.2 General lien

LGP shall, in respect of all sums owed by the customer to LGP hereunder, have a general lien on all property of the customer in LGP's possession and may, after 14 days' notice to the customer, sell that property and apply the proceeds (net of any sale cost) in satisfaction of all or any part of the sums owed. In the event that any of the customer's property held by LGP as aforesaid enjoys copyright protection in favour of the customer, the customer hereby grants to LGP a license to exercise the rights conferred on LGP under this clause.

7. LIABILITY

7.1 Proofs

If LGP submits to the customer a proof of the Goods LGP will not be responsible for any errors in the Goods which appeared in the proof and which were not corrected by the customer before the Order was completed.

7.2 Non-excludable Rights

The parties acknowledge that, under applicable State and Commonwealth law, certain conditions and warranties may be implied in these Terms and Conditions and there are rights and remedies conferred on the customer in relation to the provision of the Goods or of services which cannot be excluded, restricted or modified by agreement ("Non-excludable Rights").

7.3 Disclaimer of Liability

LGP disclaims all conditions and warranties expressed or implied, and all rights and remedies conferred on the customer, by statute, the common law, equity, trade, custom or usage or otherwise and all those conditions and warranties and all those rights and remedies are excluded other than any Non-excludable Rights. To the extent permitted by law, the liability of LGP for a breach of a Non-excludable Right is limited, at the graphic designer's option, to the supplying of the Goods and/or any services again or payment of the cost of having the Goods and/or any services supplied again.

7.4 Indirect losses

Notwithstanding any other provision of these Terms and Conditions, LGP is in no circumstance (whatever the cause) liable in contract, tort (including, without limitation, negligence or breach of statutory duty) or otherwise to compensate the customer for:

- any increased costs or expenses;
- any loss of profit, revenue, business, contracts or anticipated savings;
- any loss or expense resulting from a claim by a third party; or
- any special, indirect or consequential loss or damage of any nature whatsoever caused by LGP's failure to complete or delay in completing the Order or to deliver the Goods.

7.5 Electronic data
Without limiting the generality of the foregoing clauses, LGP will not be liable to the customer for loss, however caused, of any data stored on disks, tapes, compact disks or other media supplied by the customer to LGP.

7.6 Customer's property
Subject to clause 7.5, LGP will not be liable for the damage, loss or destruction of any property of the customer in LGP's possession unless the loss or damage is due to the failure of LGP to exercise due care and skill in handling or storing the property.

7.7 Force Majeure
LGP will have no liability to the customer in relation to any loss, damage or expense caused by LGP's failure to complete the Order or to deliver the Goods as a result of fire, flood, tempest, earthquake, riot, civil disturbance, theft, crime, strike, lockout, breakdown, war, the inability of LGP's normal suppliers to supply necessary materials or any other matter beyond LGP's control.

8. GENERAL MATTERS

8.1 Periodicals

If the contract between LGP and customer relates to more than one issue of a periodical:

- (a) Each issue will, for the purposes of these Terms and Conditions, be considered to be one Order.
- (b) Subject to sub-clause (c), a party may not terminate a contract to which these Terms and Conditions apply unless:
 - (i) in the case of periodicals published weekly or more frequently, that party has given 4 weeks notice of that party's intention to terminate the contract.
 - (ii) in the case of periodicals published fortnightly or more frequently (but less frequently than weekly), that party has given 8 weeks notice of that party's intention to terminate the contract;
 - (iii) in the case of periodicals published less frequently than fortnightly, that party has given 13 weeks' notice of that party's intention to terminate the contract.
- (c) Notwithstanding sub-clause (b), LGP may terminate the contract at any time if the customer is in breach of any of provision of these Terms and Conditions relating to payment.

8.2 Alterations to style etc

If, before the Proposal is prepared, the customer does not give LGP specific instructions in relation to style, type or layout:

- (a) LGP may use any style, type and layout which, in LGP's opinion is appropriate; and
- (b) LGP may charge an additional amount for any additional work required to be done (including the production of additional proofs) as a result of the customer subsequently altering the style, type or layout used by LGP.

8.3 Overset

The customer must pay for overset matter (being matter produced on the customer's instructions but not used in a publication for which it was intended). The customer may instruct LGP to retain overset matter for future issues of the publication or to discard the overset matter.

8.4 Outside work

If LGP has to obtain goods (including typefaces, bromides, film, plates, ornaments or artwork) and/or services not normally stocked or supplied by LGP from a third party in order to carry out the customer's instructions:

- (a) LGP will not be liable for any breach of these Terms and Conditions if that breach is a result of or is connected with the supply by the third party of such goods and/or services.
- (b) LGP acquires such goods and/or services as agent for the customer and not as principal and will have no liability to the customer in relation to the supply of those goods and/or services. Any claim by the customer in relation to the supply of those goods and/or services must be made directly against the third party.
- (c) The customer must pay for such goods and/or services.
- (d) Property in any such goods obtained from a third party and incorporated into the Goods passes to LGP at the time of incorporation.

8.5 Material supplied by customer

If LGP and the customer agree that the customer is responsible for supplying materials or equipment for the purposes of the Order:

- (a) The customer must supply sufficient quantities of materials to allow for spoilage, such quantity to be specified by LGP.
- (b) LGP will not normally count or check the materials and if requested by the customer to do so, may charge for counting or checking.
- (c) LGP will not be responsible for any defects in the Goods which are caused by defects in or the unsuitability of materials or equipment supplied by the customer.
- (d) Property in any materials supplied by the customer and incorporated into the Goods passes to LGP at the time of incorporation.

8.6 Property left with graphic designer

If the customer leaves property in LGP's possession without specific instructions as to what is to be done with it, LGP may, 12 months after gaining possession of the property, dispose of or sell the property and retain any proceeds of sale as compensation for holding and handling the property.

8.7 Responsibility to insure

LGP has no obligation to insure any property of the customer in LGP's possession. The customer may pay the cost of any insurance arranged by LGP at the request of the customer.

8.8 Ancillary materials

Unless LGP and the customer agree otherwise, drawings, sketches, paintings, photographs, designs, typesetting, dummies, models, negatives, positives, blocks, engravings, stencils, dies, plates or cylinders, electros, stereos, discs, or other media or data and other material produced by LGP in the course of or in preparation for performing the Order (whether or not in fact used for the purposes of performing the Order) are the property of LGP.

8.9 Copyright

- (a) Copyright in all artistic and literary works authored by LGP shall be the property of LGP.
- (b) The customer:
 - (i) warrants that the customer has copyright in or a license to authorise LGP to reproduce, all artistic and literary works supplied by the customer to LGP for the purposes of the Order and the customer hereby expressly authorises LGP to reproduce all and any of such works for the purposes aforesaid;
 - (ii) hereby indemnifies and agrees to keep indemnified LGP against all liability, losses or expenses incurred by LGP in relation to or in any way directly or indirectly connected with any breach of copyright or of any rights in relation to copyright in such literary and artistic works supplied as aforesaid; and
 - (c) the customer is hereby granted a non-exclusive license to use the copyright in any literary and/or artistic works authored by LGP for the purposes of the Order, however the exercise of such license shall be conditioned upon LGP having received all monies due to LGP under these Terms and Conditions.

8.10 Ideas

The customer must keep confidential and not use any ideas communicated by LGP to any other party without LGP written consent.

8.11 Electronic/magnetic media

All disks, tapes, compact disks or other media (other than media supplied by the customer) used by LGP to store data for the purposes of completing the Order are the property of LGP. The customer cannot require LGP to supply to the customer any data so stored. In the event that LGP does supply any data so stored or created LGP may charge for supplying such data to the customer.

8.12 Storage of electronic data

LGP will not be responsible for storing any data on disks, tapes, compact disks or other media when the Order has been completed. If LGP agrees to store such data, LGP may charge for doing so.

8.13 No Waiver

A power or right is not waived solely because the party entitled to exercise that power or right does not do so. A single exercise of a power or right will not preclude any other or further exercise of that power or right or of any other power or right. A power or right may only be waived in writing, signed by the party to be bound by the waiver.

8.14 Severability

Any provision in these Terms and Conditions which is invalid or unenforceable in any jurisdiction must be read down for the purposes of that jurisdiction, if possible, so as to be valid and enforceable. If that provision cannot be read down then it is capable of being severed to the extent of the invalidity or unenforceability without affecting the remaining provisions of these Terms and Conditions or affecting the validity or enforceability of that provision in any other jurisdiction.

8.15 Governing law and jurisdiction

These Terms and Conditions are governed by the law in the Australian Capital Territory and the parties submit to the non-exclusive jurisdiction of the courts of that State or Territory and any courts which may hear appeals from those courts in respect of any proceedings in connection with these Terms and Conditions.

9. GOODS AND SERVICES TAX

9.1 All amounts are GST inclusive amounts

Unless otherwise stated, all amounts expressed or described in these Terms and Conditions are GST inclusive amounts.

9.2 Out of pocket expenses are GST inclusive

All out of pocket expenses referred to in these Terms and Conditions are GST inclusive out of pocket expenses.

9.3 LGP to assist Customer

LGP will do all things reasonably available to it to assist the customer to claim on a timely basis, any input tax credits (if any) the customer may be entitled to claim for any acquisition of goods and services from LGP. This includes LGP maintaining its registered status for GST purposes, and issuing tax invoices for supplies made under these Terms and Conditions on a timely basis as reasonable requested by the customer.