

To:

# Images of Africa Photobank

**Fax: +44 (0)1543 417 154**

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## **AGREEMENT WITH NEW CLIENTS**

To achieve high standards of service and avoid misunderstandings we ask all new clients to agree our normal terms and conditions. These are set out in detail on the Delivery Note, which accompanies any photographs we send you. Please agree the following so that we can send you our material:

1. You will agree the rights and copyright fees for any of our photographs which you choose before publication.
2. If you choose no pictures you will pay our normal £25.00 Service Fee (£30.00 plus despatch charges for overseas orders).
3. You will return unwanted photographs within one month.
4. You will ensure that returned photographs will be properly packed, and will be sent by a means, which affords proof of delivery and insures the material to the relevant level of compensation cover.
5. If you lose or damage any of the photographs we send to you then you will compensate us for each photograph lost or damaged.

Kindly sign below and return this form to us along with a copy of your letter heading.

I (print name) \_\_\_\_\_

on behalf of \_\_\_\_\_

(Write the name and address of your company here)

agree to all the terms and conditions set out on this page.

Signed \_\_\_\_\_

<b>REMEMBER TO SEND US A COPY OF YOUR COMPANY LETTERHEAD</b>
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