

Terms & Agreements



MARKETING, DESIGN AND PUBLIC RELATIONS

Submitting a Creative Request Form or Digital Bulletin Board Reservation Form is only a request. ASI Marketing, Design & Public Relations may decline a request based on availability and workload. Upon submission of the Creative Request Form, an estimate will be generated for the Client if ASI Marketing, Design & Public Relations accepts the work request. No charges will be billed until the estimate has been signed and approved by the Client and returned to ASI Marketing, Design & Public Relations. ASI Marketing, Design & Public Relations reserves the right to revise and/or refuse the signed estimate if it is not returned within 48 hours to account for printing or design deadlines. Final costs and design time will be reflected in the project invoice. If the anticipated job costs exceed the signed estimate, ASI Marketing, Design & Public Relations will seek written approval from the Client and adjust the costs prior to continuing with the job.

Payment: All invoices are payable within 30 days of receipt. The grant of any license or right of copyright is contingent on receipt of full payment. No order will be processed until a valid Purchase Order, Account Number, and/or deposit is submitted.

Estimates: If this form is used for an estimate or project confirmation, the fees and expenses shown are minimum estimates only. Final fees and expenses shall be shown when the invoice is rendered. Client's approval shall only be obtained for any increases in fees or expenses that exceed the original estimate by 15% of the total project estimate.

Design Changes: Client shall be responsible for covering additional expenses due to changes in the original project as requested by the Client. The Client will not be charged for changes if ASI Marketing, Design & Public Relations did not comply with the Client's specifications, as agreed.

Ownership of Artwork: Copyrights and ownership of any original material, including but not limited to design, copywriting, illustration, or photography, separate and distinct from the material work in which it is embodied, remains with its respective creator. Unless a purchase of "All Rights" is mutually approved in the original contract, ASI Marketing, Design & Public Relations retains ownership of any and all artwork created for the purposes of the contracted project.

Expenses: The Client shall reimburse ASI Marketing, Design & Public Relations for all quoted and billed expenses of the approved project.

Cancellation: In the event of a cancellation of this project, ownership of all copyrights and the original artwork is retained by ASI Marketing, Design & Public Relations and a cancellation fee for work completed, based on the contract price and expense already incurred, shall be paid by the Client.

Modifications: Modification of this Agreement must be in writing, except when the work order allows for adjustments, and the Client shall be obligated to pay project fees or expenses that were orally authorized in order to promptly move forward with the project.

Errors & Omissions: It is the Client's responsibility to check proofs carefully for accuracy in all respects. ASI Marketing, Design & Public Relations is not liable for errors and/or omissions. Client signature or email verification is required on all mechanical artwork prior to release for printing, upload or replication.

Advertising Policies: All artwork must meet ASI and University Graphic Standards. The sponsoring organization must be clearly identified. An OSL stamp is required on non-ASI sponsored programs or events. Posters and table tents supplied by the Client must comply with required ASI size specifications. Supplied materials must be delivered to ASI Marketing, Design & Public Relations by 5 p.m. the Thursday prior to the advertising week. Failure to submit materials may result in the loss of the Client's reservation. Confirmations will be sent via email. Printed media may be reserved for up to a two-week period. Arrangements can be made based on availability for a longer duration. All materials must be approved by the Marketing Coordinator or designee. ASI reserves the right to remove the Client's display or turn down any reservation request. All BSC Advertising Policies must be adhered to.

Any additional questions can be directed to Cathy Neale, ASI Marketing, Design & Public Relations Marketing and PR Manager, at (909) 869-3473. Signing our Creative Request or Digital Bulletin Board Reservation Form means that you have read and agreed to the terms and agreements stated above, that all information you present to us is true and correct, and that you have the authority from your organization to approve these terms. Your signature is required for us to accept a Creative Request or Digital Bulletin Board Reservation Form. Thank you for taking the time to read this.