

1. INTRODUCTION

1.1 These Terms and Conditions constitute the entire Terms and Conditions upon which Luce van de Weg Producties provides the Service and upon which the Customer agrees to contract for the use of the Service.

1.2 These Terms and Conditions supersede any written or oral representations, statements, understandings or agreements with respect to the subject matter of these Terms and Conditions, except where specifically stated by written agreement signed by an authorised representative of each party.

1.3 You, the Customer, confirm your acceptance of the terms of the Terms and Conditions by accepting or being deemed to accept them in accordance with Clause 3 of these terms and conditions.

1.4 In the event of any conflict between the Terms and Conditions and the Quote, the Quote prevails. In the event of conflict between the Terms and Conditions and any other document, the Terms and Conditions shall prevail.

1.5 The headings in these Terms and Conditions are for convenience only and do not form part of the agreement between us.

2. DEFINITIONS

2.1 In these Terms and Conditions the words below are agreed to mean as follows:

“Agreement” means these Terms and Conditions together with the Quote.

“the Customer” and “You / Your” means the company, firm, person, persons, corporation or public authority identified in the Quote as contracting for the Service and includes their successors or personal representatives.

“Proposal/Budget” means the document or email sent to the Customer by the Service Provider which sets out details of the Service to be provided, an estimated completion date (if any), an estimate of the costs in providing the Service and the basis on which these costs will be charged and such other details as may be appropriate. Our Budget is an estimate and is subject to errors and omissions.

“Quote” refers to the document sent to the Customer by the Service Provider which specifies the cost of the Services to be provided, and the basis on which these costs will be charged, any legal requirements, and such other details as may be appropriate.

“the Contract Price” means the price payable by you for the Service as is specified in the Quote (and as only may be varied in accordance with these terms and conditions)

“Deliverables” means the deliverables set out in the Quote such as videos, websites, video programme, event, new media project, production or photography etc...

“the Service” means the services including the Deliverables that we have agreed to develop and produce for you, which is more fully described in the Quote, as may be varied from time to time in accordance with these Terms and Conditions.

“the Service Commencement Date” shall be the date the Service is available as set out in the Quote

“the Service Provider” or “we/our/us” means, Luce van de Weg Producties, an Association according to Dutch Law.

“Supplies” means all media we provide to the Customer but does not include Materials. “Materials” means the media the Customer provides to us in order for us to perform our services to that Customer.

“Writing” includes any written paper document and includes email.

“Website”: means any website operated by and registered to the Service Provider including for the avoidance of doubt www.truehereosfilms.org”

3. SERVICE PROVISION

3.1 Where we provide an Agreement to you, this constitutes an offer to contract with you on the terms of the Quote and these Terms and Conditions. Our Agreement shall be open for acceptance by you for a period of 1 month or such shorter period as may be specified in the Quote and after this period we reserve the right to reject any request for Service. You may accept an Agreement in signing the Quote and following your acceptance of our Agreement, it shall be binding on you and us.

3.2 We shall provide the Service as described in the Quote supplied to you in pdf format.

3.3 The services we shall provide to our customers, the price(s) to be paid for such work, the dates for delivery and other relevant details, are as agreed with our customers from time to time in relation to each order. Where alterations to the services to be provided are proposed during the course of the work these shall be agreed in writing before the work proceeds.

3.4 We may at any time amend the Service for any reason including, but not limited to, technical, legal or business reasons but only with prior notice to you.

3.5 Unless otherwise stated in the Quote, any dates quoted for delivery of services are approximate only. Time for delivery shall not be of the essence unless a Final Deadline is stated in the Quote. We will use our reasonable endeavours to abide by the dates agreed for delivery of Supplies and use all reasonable efforts to inform the Customer in the unlikely event of delay. Customers agree to supply the Materials in sufficient time for us to process each order and we will not be liable where failure to deliver as agreed is caused by customers' delay.

3.6 We shall use reasonable skill and care of a professional firm in the field of endeavour in providing the Service.

3.7 Any Proposal/Budget given by the Service Provider shall not constitute a Quote and is only valid for a period of 30 days from the date of issue.

4. CUSTOMER OBLIGATIONS

4.1 The Customer shall pay the charges for the Service in accordance with clauses 6 and 7 below.

4.2 The Customer must undertake to supply Materials and other resources to us promptly as agreed between us. The Customer is responsible for providing a satisfactory level of cooperation and for providing within a reasonable time all necessary information and facilities to enable the Service Provider to produce and deliver a quality service, including:-

4.2.1 Access to filming location in advance of provision of the Service.

4.2.2 Communication of correct project information and requirements including but not limited to correct point of contact details, times of filming, lighting at the venue, access requirements, and all other relevant and material details to support the filming process.

- 4.2.3 Material information of satisfactory quality to allow us to deliver a quality service.
- 4.2.4 All source materials to be provided by you for incorporation into the Deliverables by the dates and times specified by us and in the format requested by us.
- 4.2.5 We do not check the accuracy of data supplied on materials supplied by the customer. The customer must satisfy themselves that the materials supplied to us are accurate, complete and finalised to their satisfaction before submission to us. We cannot be held responsible for any mistakes or omissions that appear on source materials.
- 4.2.6 Any goods supplied to the customer remain the property of Luce van de Weg Producties until full payment for the goods has been made by the customer.
- 4.2.7 Our insurers will not provide insurance cover for any data, recordings, tapes discs or any other materials lost or damaged by us whilst in our possession. Therefore, it is the responsibility of the clients to ensure that they have a backup of all and any materials supplied to Luce van de Weg Producties before they are submitted to us.

4.3 Without prejudice to its rights in terms of Clause 8 hereof, each party is entitled to review the Agreement if the other party fails to perform its obligations in terms of either clause 3 or this clause.

4.4 The Customer agrees and undertakes to see that all necessary information is communicated to all parties involved in the production. The Service Provider is not responsible for briefing all parties unless stated in the Quote.

4.5 The Customer shall notify the Service Provider within 72 hours of any problems with the Service, together with such information as the Service Provider may request.

4.6 The Customer is responsible for gaining permission to use intellectual property rights not owned by the customer and takes full responsibility for such undertakings.

4.7 The Customer is responsible for ensuring the coherence of communication, including but not limited to instructions, requests and feedback to the Service Provider.

5. INDEMNIFICATION

5.1 The Customer hereby indemnifies and holds harmless the Service Provider against all claims, demands, losses, damages, costs or expenses howsoever arising incurred by the Service Provider in connection with the Agreement as a result of a breach by the Customer of any provision of this Agreement, law or regulation and/or as a result of any third party legal action or threatened action in relation to intellectual property rights infringement howsoever arising. In the event of any claim, dispute, action, writ or summons against you, you agree to provide full details to us at the earliest opportunity and shall not settle any such matter without first consulting us.

5.2 Without prejudice to the foregoing generality the Customer indemnifies and holds harmless the Service Provider from any and all claims, demands, losses, damages, costs or expenses arising out of the Customer's failure to obtain copyright or other intellectual property rights or other releases or permissions with respect to the logo or any other materials supplied to the Service Provider.

6. SERVICE CHARGES

6.1 The Contract Price specified in the Quote is an estimate of the costs of us providing the Service to you based on the amount of work involved in the provision of the Service. This estimate is based on provision of the Service, and may be more particularly detailed in the Proposal/Budget if referred to in the Quote.

6.2 We reserve the right to charge additional costs where:

6.2.1 any of the assumptions set out in the Quote prove to be incorrect; or

6.2.2 you request a change to the scope or nature of the Service; or

6.2.3 additional work is required to supply your requirements over that which is specified in the Quote;

6.2.4 For any third party liability incurred by us (for which a fee or cancellation fee is payable by us) as a result of changes to the specifications requested by you;

6.2.5 If you fail to meet approval dates / sign off stages of the production in accordance with our requests and additional costs arise out of such delay. You acknowledge that changes to the Deliverables may become more complex if you do not formally approve and sign off stages of the production process in accordance with our requests and that failure to do so may result in an increase in the Contract Price and / or delay in delivery dates;

6.2.6 there are delays in supply of source materials, collateral, products, services or personnel organised by you or your representatives and / or problems encountered by us in the functionality or usability of such materials or services resulting in additional costs. You acknowledge that the Fee, time-line and delivery dates are dependant upon the availability, functionality and usability of such materials and services;

6.2.7 any incoherence of communication occurs from the Customer to the Service Provider, including but not limited to instructions, requests and feedback to the Service Provider.

6.3 We will inform of any consequential change to the Contract Price by requesting prior written consent and wherever reasonably possible we will do so prior to carrying out any additional work or incurring further costs. However, our intention is normally not to charge more than our estimate without your prior agreement. Any additional costs shall be added to the Contract Price to the final instalment payable unless otherwise agreed by the parties.

6.4 In addition to the Contract Price we shall be entitled to charge the Customer for any unforeseen expenses reasonably incurred by us in connection with provision of the Service.

6.5 Where as part of the Service we are required to incur expenses (which may include (but not exclusively) engagement of third party service providers, travel or accommodation costs) or where we are required to procure additional equipment, we reserve the right to require payment of such additional expenses prior to commencement of the Service. Save where such additional expense is included in the Quote or incurring such expense is vital to the provision of the Service, the Service Provider shall first agree such expense with the customer.

6.6 We will support the replacement of content if lost or damaged by the Customer, subject to payment by the Customer of applicable charges agreed by the parties. In some instances full replacement may require a new Quote.

7. PAYMENT OF SERVICE CHARGES

7.1. Subject to any special terms (which we may agree with you in writing in the Quote or otherwise) payment by you to us will be made within 30 days of the date of each invoice issued by us to you in relation to the Contract Price.

7.1.1 The Service Provider may request a deposit of no more than 50% of the project total from the Customer, prior to commencing with the project, unless otherwise stated in the Quote.

7.1.2 You agree that you will pay us the remaining amount of the Contract Price and any agreed extras payable in line with the schedule detailed in the Quote.

7.1.3 The Customer shall pay the full remainder of the Contract Price on completion of the Service.

7.1.4 We offer account terms on a discretionary basis and our Agreement to such terms will only be effective if in writing and signed by us.

7.1.5 When we incur out of pocket expenses on your behalf in a currency other than Dutch Francs (CHF), the re-charged exchange rates are calculated based upon an "actual costs to us" whether for credit, cash, American Express or any other type of transaction.

7.1.6 Where payment is not received within the timescales agreed in respect of the job we reserve the right to charge interest and administration fees in relation to the payment amounts overdue. You will also be liable to reimburse us for any legal costs incurred in connection with recovery of any late payment under this Agreement.

7.2 If you fail to make payment within the period specified in clause 7.1 then, without prejudice to any other right or remedy available to us, we shall be entitled to:-

7.2.1 Suspend performance of the Service; and/or

7.2.2 Decline to grant any licence to the Customer to use intellectual property in terms of clause 15.1 hereunder; and/or

7.2.3 terminate the Agreement.

8. TERMINATION

8.1 Luce van de Weg Producties shall be entitled to suspend the Service in accordance with clauses 4.3 and 7.2

8.2 Without prejudice to any other rights to which it may be entitled, The Service Provider or the Customer may terminate provision or use of the Service respectively with immediate effect if the other party commits any material breach of any of the terms of the Agreement and, if the breach is curable, the breach remains un-remedied after thirty days of the defaulting party being notified by the other party of the breach and of the other party's intention to terminate unless the breach is remedied.

8.3 The customers or ourselves may terminate the Agreement forthwith by written notice where the other goes into liquidation or is declared bankrupt or otherwise is unable to pay its debts as they fall due.

8.4 Upon termination:

8.4.1 The Customer shall immediately pay the Service Provider all of the Service Provider's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, the Supplier shall submit an invoice, which shall be payable by the Customer immediately on receipt;

8.4.2 The Customer shall return all of the Deliverables or equipment which have not been fully paid for. If the Customer fails to do so, then the Service Provider may enter the Customer's premises and take possession of them. Until they have been returned, the Customer shall be solely responsible for their safekeeping and will not use them for any purpose not connected with this Contract.

8.5 If this Agreement is terminated (other than pursuant to clause 8.3) after the Agreement has been accepted by the Customer at any point before completion, the Service Provider shall be entitled to payment of 100% of all previously incurred costs, and 10% of the remaining Contract Price.

9. WARRANTY

9.1 Customers agree that performance of the services we provide to that customer will not infringe any law or regulation, including, without limitation any law of copyright or similar law, or any contract (including, without limitation, any licensing agreement) to which that customer is a party or to which that customer is bound or to which the Materials are subject. The Customer warrants and represents to the Service Provider that any material supplied to the Service Provider for inclusion in the Deliverables are owned by the Customer, or that the Customer has permission from the rightful owner to use each of these elements and that the Service Provider's use of such material shall not infringe the intellectual property rights of any third party.

9.3 The Customer warrants and represents to the Service Provider that the Material is not obscene or defamatory and will not adversely reflect on our public perception or image.

10. DISCLAIMER AND LIMITATION OF LIABILITY

10.1 The Customer uses the Service at its own risk and in no event shall the Service Provider be liable to the Customer for any consequential, incidental or special damage or loss including, but not limited to, loss of profits, loss of contracts, business interruptions, loss of or corruption of data or the Customer's inability to use the Service, however caused and whether arising under contract or tort, including negligence or otherwise except as expressly provided herein.

10.2 Subject to clause 10.4 the Service Provider's total liability to the Customer in connection with the Contract or in respect of all other losses under the Contract, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall in no circumstances exceed the Contract Price.

10.3 Whilst the Service Provider shall use its reasonable endeavours to mitigate the effect of any external or third party factors and shall use reasonable skill and care in providing the Service, we shall have no liability for delay in the provision of the Service or for any effect upon the quality of the Service caused by external activities within the filming environment, location, light, sound, third party interference with the conditions conducive to producing a quality product, project delays due to the Customer's third party supplier, quality of equipment, not delivering on time, the Customer's multiple staged work, problems with the Customer's internal communication, the accessibility or cooperation of the Customer, or any failure or delay in the Customer to comply with its obligations under the Agreement.

10.4 If a court or any other competent authority finds that a provision of the Agreement (or part of any provision) is invalid, illegal or unenforceable that provision or part provision shall to the extent required be deemed deleted and the validity and enforceability of the other provisions of the Agreement shall not be affected. If any invalid or unenforceable provision would be valid, enforceable and legal if some part of it were deleted the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

10.5 Additional costs, as agreed by the parties in each instance, may be due and payable by the Customer as a result of requests for requirements additional to the Services set out in the Quote.

10.6 The following circumstances may affect the production quality of the finished product; Supply of sound, image, photograph or logo, software, or legacy media or software supplied by the Customer, location disruption, external parties unplanned noise making or disruption when filming at the Customer's location.

10.7 Customers agree that neither party shall exclude or limit its liability to the other for death or personal injury caused by negligence.

10.8 Customers agree that the exclusion and limitation of liability in this clause is reasonable, reflects the respective financial positions of the parties and that the price agreed reflects the position on liability. In no event shall we be liable to customers for indirect, financial, consequential loss, loss of profit, revenue or goodwill.

10.9 We shall have no liability in respect of the misuse by the Customer of content or materials supplied by us as part of the Service.

11. FORCE MAJEURE

11.1 In the event of a Force Majeure Event (as defined below) the obligations of the Service Provider shall be suspended for so long as the Force Majeure Event renders such performance impossible. If a Force Majeure Event occurs for a period of in excess of three days, either party may terminate the Contract by written notice to the other party.

11.2 Upon the occurrence of a Force Majeure Event, the Customer shall pay to the Service Provider a payment of 100% of all previously incurred costs, and 10% of the remaining Contract Price.

11.3 A "Force Majeure Event" shall mean any matter or event beyond the Service Provider's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded as causes beyond the Service Provider's reasonable control:

11.3.1 act of god, explosion, flood, tempest, pandemic virus or flu, fire or accident;

11.3.2 war or threat of war, sabotage, insurrection, civil disturbance or requisition;

11.3.3 acts, restrictions, regulations, bye-laws, prohibitions or measures or any kind on the part of any governmental, parliamentary or local authority;

11.3.4 import or export regulations or embargoes;

11.3.5 strikes, lock-outs or other industrial actions, power cuts or trade disputes (whether involving such party's employees or of a third party); or

11.3.6 difficulties in obtaining labour, fuel, parts or machinery.

11.4 We will not be responsible for any delay or failure to deliver material to customers caused by a Force Majeure Event or failure of subcontractors or suppliers to supply material required. Where such delay occurs, our obligations to customers shall be suspended for the period of the delay.

12. CONFIDENTIALITY

12.1 Each party will keep confidential any proprietary and non-public information ("Confidential Information") disclosed to it by the other party. Neither party ("Receiving Party") will disclose any Confidential Information of the other party to any third party, save to such Receiving Party's agents, subcontractors, advisers or employees who need to have access to such Confidential Information in order to perform any obligations of such Receiving Party under the Contract, PROVIDED THAT the Receiving Party shall be responsible for ensuring that any person to whom it makes any such disclosure complies with this Clause as if such person were a party to this Contract. The Receiving Party shall be responsible for any breach of the obligations of this Clause by any person to whom such Receiving Party directly or indirectly discloses confidential Information of the other party.

12.2 Any information about us or our customers or about our procedures or our customers' products or financial or business information shall be treated as confidential, used only for the purpose of performance of obligations hereunder and not disclosed save as permitted hereunder, without limit as to time. Information provided in the public domain, other than through the default of the other party, shall not be deemed confidential under this clause.

12.3 The termination of any contract between us and our customers shall not affect this clause.

12.4 We shall be entitled to make reference to our relationship with any customer in our publicity material.

13. PRIVACY

13.1 The parties acknowledge that the images of individuals appearing in videos and/or photographs produced as part of the Service will constitute personal data. In processing such personal data the Service Provider is a data processor and such processing is at the behest of and under the direction of the Customer. The Customer hereby acknowledges its obligations as a data controller and warrants and represents to the Service Provider that it has discharged and shall discharge its obligations in terms thereof and the Customer shall hold the Service Provider harmless from any claims by any third party relating thereto.

13.2 Any personal data provided by you to us shall at all times remain your property and we shall take all reasonable precautions to preserve the integrity of such Personal Data and to prevent any corruption or loss, damage or destruction of such Personal Data, PROVIDED THAT we reserve the

right to disclose to the police, the fire authorities, any other relevant authority, our insurance company and any of their representatives details of the records kept by us, if we are permitted to do so without your consent under any applicable law, rule or regulation.

13.3 If there is a conflict of interest between any third party and that of the Customer to include material or information of any kind (whether procured as part of the Service or not), including and not limited to footage, voice-overs or written material, it is to our discretion whether it is included in any deliverables or used as part of the Service provided.

14. INTELLECTUAL PROPERTY RIGHTS, OWNERSHIP AND MORAL RIGHTS/CREDIT

14.1 Unless otherwise agreed in writing, all intellectual property rights arising out of this Contract with respect to the final video or product, shall be the shared property of the Customer and Luce van de Weg Producties, upon payment of the Contract Price. Upon payment of the Contract Price, the Customer shall have a global, royalty free licence in perpetuity to use that intellectual property for non-commercial purposes. We exclude liability for any claims made against you for use of the Product in any way other than that licensed hereunder.

14.2 Unless otherwise agreed in writing, all intellectual property rights arising out of this Agreement with respect to photography, footage, rushes and all other materials produced during the provision of the service shall be the sole property of Luce van de Weg Producties.

14.3 You hereby grant to us a non exclusive royalty free licence to use all materials supplied by you for the purposes of this agreement.

14.4 You hereby warrant that you have obtained all necessary rights, permissions and licences for the use of all materials supplied by you to us. For the avoidance of doubt this includes all third party or voice-over references. We accept no responsibility for copyright infringements caused by materials used and submitted by the Customer. The Service Provider reserves the right to refuse any material that it believes to contravene copyright laws unless proof is given that permission has been granted to use the material. It is the responsibility of the Customer to provide all agreed materials as agreed in writing. Any significant delays caused due to the failure of the Customer to provide agreed materials may be chargeable.

14.5 You warrant that nothing in any material supplied by you is defamatory or subject to any other legal restriction.

14.6 All Intellectual Property Rights of whatever nature in material devised by us including any software code written by us and our employees or agents will vest in and belong to us. You agree to do what is reasonably required in order to vest such rights in us or to evidence the same if appropriate.

14.7 Nothing in this Agreement shall be taken to prevent us from using any know-how acquired or developed during the performance of this Agreement in the provision of services to other parties.

14.8 Neither party to this agreement shall disclose to any third party any confidential business, information or future plans of the other party at any time acquired during the existence of this agreement and no reference is to be made to the terms of this agreement by the parties in any advertising, publicity or promotional material without the prior consent of the other party.

14.9 You acknowledge that we assert our moral rights generally in respect of the product and in particular to be credited on the Product in such a manner as the parties will agree. You agree not to make any substantial changes to the Product (whether by editing or otherwise) without our prior written approval. Removal of the Logo is only permitted with the express prior written permission of the Supplier.

14.10 We reserve the right to use the Product for the purposes of our own advertising and you accept that the Product shall form part of our library of works in this respect. We shall be entitled to include details of Services supplied to the Customer and links to the Customer's website.

14.11 Nothing herein shall constitute or be deemed to constitute a partnership or joint venture or the relationship of partnership and agent or employer and employee.

15. DISPUTE RESOLUTION

15.1 These terms and conditions shall be governed by the law of the Canton of Geneva, Switzerland and we both submit to the non-exclusive jurisdiction of the Dutch courts in relation to any dispute hereunder.

15.2 In the event that a controversy or claim arises under Clause 12, or the breach of same, either Party may without delay bring such matter to the Dutch courts for resolution (a "Court Action").

15.3 In the event of any other controversy or claim arising out of or relating to this Agreement, or the breach of the same, the parties shall use their commercially reasonable efforts to settle the same through consultation and negotiation in good faith and a spirit of mutual cooperation.

15.4 In the event such dispute within clause 15.3 cannot be settled through consultation and negotiation within thirty days of commencement of such consultation and negotiation or within such further period as the parties may agree in writing, the dispute shall be referred to and finally resolved by arbitration; provided that: (i) no arbitration proceeding shall be commenced, or if already commenced, shall be stayed during the pendency of any Court Action; and (ii) the arbitration Tribunal shall be bound by any and all facts found in any Court Action.

16. ASSIGNMENT, SUBCONTRACTING AND THIRD PARTIES

16.1 The Service Provider may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the Agreement and may subcontract or delegate in any manner any or all of its obligations under the Agreement to any third party or agent.

16.2 The Customer shall not, without the prior written consent of the Service Provider, assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under the Agreement.

16.3 The parties do not intend any person other than a party to the Agreement to be able to enforce any term of the Agreement (save where may be expressly stated otherwise in the Agreement).

17. NOTICES

17.1 Any notice or demand given or made under or in connection with the matters contemplated by this Agreement shall be deemed to have been duly given and received:-

17.1.1 if personally delivered, upon delivery at the address of the relevant party;

17.1.2 if sent by pre-paid first class post or recorded delivery, two business days after the date of posting;

17.1.3 if an email has been sent by either party directly addressing the other party.

18. INSURANCE

18.1 Any goods with significant value that are loaned to us (including in transit) in the course of the production should be detailed in writing. We may wish to increase our insurance cover for such items and as such will re-charge any costs associated with increased insurance costs to you.

18.2 The Customer should have all appropriate insurances to cover any liability which may occur during the provision of the Service by the Service Provider.

19. GENERAL

19.1 Failure or delay by either party in enforcing any term of the Agreement shall not be construed as a waiver of any of such party's rights under the Agreement.

19.2 Either party must notify a change of address, facsimile or electronic mail to the other party, such notification to be effective five (5) business days after the notification is given.

19.3 Unless specifically provided otherwise, rights arising under the Agreement are cumulative and do not exclude rights provided by law.

20. DELIVERY

20.1 Regarding quality, we make every effort possible to ensure the quality, integrity, and performance of all media and files duplicated by us.

20.2 If any quality shortfall may occur, the Customer should immediately inform the Service Provider, and steps will be taken to ensure remedy of any shortfalls.

20.3 Where the customer does not confirm in writing acceptance of the Supplies within 7 days of delivery, the Supplies are deemed accepted at the earlier of the expiration of that 7 day period or the customer's first use of the Supplies.

21. COLLECTION OF MATERIALS

On completion of the job, the Customer agrees to arrange for collection of all materials provided by the Customer within thirty (30) days of completion of the job unless agreed otherwise. If these are not collected within thirty (30) days or within the agreed time period, we reserve the right to destroy them on giving you not less than fourteen (14) days prior notice.