1. **In these Terms and Conditions “the Company” means Pan European Networks Ltd and “the Client” (which expressions shall include any principal on whose behalf the Pan European Networks Client Order Form overlook ("the Order") is signed) means the person, firm or company placing the order. Persons signing the order shall be deemed to have authority so to do from the person, firm or company on whose behalf they are acting or purporting to act. The “Copy Deadline” shall be the copy deadline on the contract or any subsequent deadline agreed by the Company.**

2. **Orders placed with the Company shall constitute a contract when the Client either signs the Order or confirms acceptance by email.**

3. **The Company and the Client acknowledge that these Terms and Conditions have been given due consideration and that they are considered reasonable and fair to both parties.**

4. **The Company reserves the right to revise these Terms and Conditions from time to time.**

5. **(a) The Client shall supply the Company sufficient wording and layout material for the Publication Profile (section 2a overleaf) and/or advertisement and/or entry on or before the “Copy Deadline” specified overleaf and if no such date is specified then within 14 days of the date of the Order.**

6. **(b) If copy details are not supplied in accordance with the above agreement or by the copy deadline, The Company will render an invoice for payment which will be subject to settlement within 14 days of the invoice. The Company may at its own discretion allow the copy to be included in the subsequent first or second edition of the publication, but if the Client fails to supply copy for these editions then the Client forfeits all rights to appear in the publication.**

7. **(c) If the submitted proof has not been returned to the Company within 7 days of submission either signed as approved or accompanied by a letter signifying rejection of the proof, it shall be assumed to be correct and published accordingly.**

8. **(d) The Company reserves the right to publish Publication Profile and/or advertisements of similar trades and businesses or occupations to that or those of the Client.**

9. **(e) The Company reserves the right to charge interest on overdue accounts at eight per cent above the Base Lending Rate in force at the time the account becomes overdue.**

10. **(f) Any payment due under the Order shall be made in full without set off or counterclaim.**

11. **(a) The Client shall have the right to cancel the order within 7 days of the date hereon. Notice must be given in writing by the Client using Recorded Delivery Post or by email; other than aforesaid the Order is binding on the Client and payment is due in full. Physical proof of delivery may be requested.**

12. **(b) Disputes must be raised within 10 working days from the date of the invoice. Details of a dispute must be given in writing, (letters, fax and emails are acceptable forms of notification).**

13. **(c) In the event of any dispute outside of the 7 day cancellation period, the company reserves the right to invoice the client and collect payment within the standard 14 day period, irrespective of any extended payment terms agreed on the contract.**

14. **(a) The Client shall have the right to cancel the order within 7 days of the date hereon. Notice must be given in writing by the Client using Recorded Delivery Post or by email; other than aforesaid the Order is binding on the Client and payment is due in full. Physical proof of delivery may be requested.**

15. **(b) Disputes must be raised within 10 working days from the date of the invoice. Details of a dispute must be given in writing, (letters, fax and emails are acceptable forms of notification).**

16. **(c) In the event of any dispute outside of the 7 day cancellation period, the company reserves the right to invoice the client and collect payment within the standard 14 day period, irrespective of any extended payment terms agreed on the contract.**