

CPD Media – Terms and Conditions

1. Payments and Invoices

- 1.1 All invoices issued by CPD Media must be paid in full by the due date specified on the invoice.
- 1.2 Payments are to be made via the payment method stated on the invoice.
- 1.3 Failure to make payment on time may result in suspension of services until payment is received.
- 1.4 Late payments may incur additional charges or interest as permitted by law.

2. Termination Policy

- 2.1 Either party may terminate any agreement by providing a minimum of 30 clear days' written notice.
- 2.2 Termination requests must be submitted in writing via email or post.
- 2.3 All outstanding invoices must be paid in full prior to the termination date.

3. General

- 3.1 CPD Media reserves the right to amend these Terms and Conditions at any time. Any changes will be communicated in writing. Continued use of CPD Media's services constitutes acceptance of the updated Terms and Conditions.
- 3.2 By engaging with CPD Media's services, you agree to these Terms and Conditions in full.

4. Services

- 4.1 CPD Media will provide services as outlined in the agreed proposal, quotation, or contract.
- 4.2 Any changes to the scope of services must be agreed in writing and may be subject to additional charges.

5. Client Responsibilities

- 5.1 Clients must provide CPD Media with all necessary information, materials, and approvals in a timely manner to enable the fulfilment of services.
- 5.2 CPD Media shall not be held responsible for delays or issues caused by incomplete or delayed client information.

6. Intellectual Property

- 6.1 All intellectual property created by CPD Media (including designs, strategies, written content, or digital assets) remains the property of CPD Media until full payment is received.

6.2 Upon full payment, ownership of final deliverables will transfer to the client, unless otherwise agreed.

6.3 CPD Media reserves the right to display completed work for promotional and portfolio purposes.

7. Website Services

7.1 Website Design & Build – Website design and development services will be charged as agreed in the quotation or proposal.

7.2 Website Hosting – Websites will be hosted by CPD Media as standard practice. Monthly hosting fees may apply.

7.3 Monthly Packages – Website hosting can be included within a monthly package, which may also cover site maintenance, SEO work, continuous development, and dedicated website support hours.

7.4 Ownership – While a website is hosted by CPD Media, it remains under the ownership of CPD Media. Ownership may be transferred to the client upon request, subject to all outstanding invoices being paid in full and adherence to CPD Media's 30-day termination policy.

8. Confidentiality

8.1 Both CPD Media and the client agree to keep confidential any business, strategic, or sensitive information shared during the course of the agreement.

9. Liability

9.1 CPD Media will exercise reasonable care and skill in the delivery of its services.

9.2 CPD Media shall not be liable for any indirect, incidental, or consequential loss arising from the use of its services.

9.3 The client accepts responsibility for ensuring that all materials supplied do not infringe third-party rights.

10. Force Majeure

10.1 CPD Media shall not be held liable for delays or failure to perform its obligations due to circumstances beyond its reasonable control (including natural disasters, strikes, technical failures, or government restrictions).

11. Governing Law

11.1 These Terms and Conditions are governed by and construed in accordance with the laws of England and Wales.

11.2 Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.