

## Jade Media's **Terms of Service**

Under no circumstances will Jade Media be held liable for any damage or loss during the shipping process of all types of media.

All orders will be completed within 14 business days from the day we receive your materials unless otherwise agreed. If a Rush Order is placed the slideshow will be completed in no more than 7 days from receiving your materials. Larger orders may take longer than 14 days. Scanning photos may add an extra 3-5 days to the completion date. Jade Media is not responsible for any quality loss due to the scanning process.

Any errors made by Jade Media will be corrected at no additional cost. Jade Media will charge for corrections due to any omissions made by the client. Jade Media reserves the right to deny inclusion of any photos or videos deemed inappropriate. Jade Media will archive your slideshow for 30 days; no reproduction can be made after that date.

Jade Media owns the copyright of any slideshow produced. Duplication of any of Jade Media's productions is strictly prohibited. Jade Media reserves the right to use any material created for advertisement purposes. All music used in the videos is copyrighted which Jade Media does not hold copyrights to. By submitting an order form and agreeing to Jade Media's terms of service the client agrees they have purchased their own original copy of all music they may send to Jade Media.

Payment is due in full with delivery of materials to Jade Media. Payments are non-refundable. A charge of \$40 will be assessed for return checks. The client will receive a confirmation email or phone call when payment is received and production begins.

Submission of the order form constitutes agreement to the above terms.