



## TERMS AND CONDITIONS

### WHY

A CSR programme that offers to provide FREE printing services on an “As Agreed” basis to pre-approved Community Events & Charitable Activities.

### WHAT

- Colour/mono/duplex printing of marketing material e.g. Posters, Flyers, Invitations, Tickets, Leaflets, Cards, Reminders etc.

### WHO

- Local organisations or charities include: Village, Town and Parish Event Organisers without access to printers.

### RULES OF ENGAGEMENT

The Volunteer must agree:

- To send us the final, print ready artwork in PDF or JPG, for each print job, at least 7 working days before it is required to be collected/sent out
- To incorporate the Community Print Project logo onto your artwork before it's sent to print (we can do this for you if needed)
- At least one months' notice of the project must be given
- All print jobs will carry an acknowledgement thanking UTAX for their support with the Community Print Project logo and an acknowledgement at the event (if relevant).

### TERMS & CONDITIONS

- Who can use this service? Charities and local organisations including Village, Town and Parish event organisers with little or no access to printing facilities
- Usage: There is a fair usage policy\*
- A maximum of 5 projects will be chosen by UTAX per month
- Availability: Printing can only take place at an agreeable time given by UTAX
- Delivery: We will deliver free of charge using UPS, which will take 2-5 working days to arrive
- All rules of engagement stated above must be followed

Apply for this service [here](#).