root fifty-two

terms & conditions

Last updated November 2026

1. Interpretation

1.1. Definitions:

Agency IPRs: Intellectual Property Rights of the Agency which may subsist in the Deliverables (excluding any Client Materials incorporated in them).

Business Day: a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

Charges: the charges payable by the Client for the supply of the Services by the Agency, as set out in the Contract Details and the Quote.

Conditions: these terms and conditions set out in clause 1 (Interpretation) to clause 9 (General) (inclusive).

Contract: the contract between the Client and the Agency for the supply of the Services in accordance with the Contract Details, these Conditions and any Schedules.

Client Materials: all materials, drawings, specifications and data supplied by the Client to the Agency.

Deliverables: all documents, products and materials developed by the Agency or its agents and personnel as part of or in relation to the Services in any form, including without limitation programs, data, reports and specifications (including drafts).

GDPR: General Data Protection Regulation.

Intellectual Property Rights: patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trade marks and service marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Project Services Agreement: an agreement with the Client whereby a Service or Services are provided on a one-off project or projects basis;

Retained Services Agreement: an agreement with the Client whereby a Service or Services are provided on a longer-term basis;

Services: the services, including without limitation any Deliverables, to be provided by the Agency pursuant to the Contract, as described in more detail in the Quote.

Services Start Date: the day on which the Agency is to start provision of the Services, as set out in the Contract Details.

1.2. Interpretation:

(a) A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time. A reference to a statute or statutory provision includes any subordinate legislation made from time to time under that statute or statutory provision.

(b) Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

(c) A reference to writing or written email.

2. Commencement and term

The Contract shall commence on the date when the cost has been approved by the client via Xero, via email:

2.1. In the case of a Project Services Agreement, until the completion of the Project; or

2.2. For a Retained Services Agreement, unless agreed, there is no fixed duration, and either party may terminate it by providing a minimum of three months' written notice in accordance with the agreement's terms. If such notice is not given, the agreement will continue until terminated earlier in accordance with clause 7 or clause 11.

3. Supply of services

3.1. The Agency shall supply the Services to the Client from the Services Start Date in accordance with the Contract.

3.2. In supplying the Services, the Agency shall:

(a) perform the Services with reasonable care and skill;

(b) use reasonable endeavours to perform the Services; and

(c) take reasonable care of all Client Materials in its possession and make them available for collection by the Client on reasonable notice and request, always provided that the Agency may destroy the Client Materials if the Client fails to collect the Client Materials within a reasonable period after termination of the Contract, provided that the Agency shall not be liable under the Contract if, as a result of such compliance, it is in breach of any of its obligations under the Contract.

3.3. The Services Start Date is an estimated start date only and time shall not be of the essence.

3.4. The Agency reserves the right to subcontract the fulfilment of the Services (or any part thereof).

4. Client's obligations

4.1. The Client shall:

(a) co-operate with the Agency in all matters relating to the Services;

(b) provide, where relevant, for the Agency, its agents, subcontractors, consultants and employees, in a timely manner and at no charge, access to the Client's premises, office accommodation, data and other facilities as required by the Agency;

(c) provide, in a timely manner, such information, copy and images as the Agency may require, and ensure that it is accurate and complete in all material respects; and

(d) any Customer Materials supplied to the Agency should continue to be insured by the Client.

4.2. If the Agency's performance of its obligations under the Contract is prevented or delayed by any act or omission of the Client, its agents or employees, the Agency shall:

(a) not be liable for any costs, charges or losses sustained or incurred by the Client that arise directly or indirectly from such prevention or delay;

(b) be entitled to payment of the Charges despite any such prevention or delay; and

(c) be entitled to recover any additional costs, charges or losses the Agency sustains or incurs that arise directly or indirectly from such prevention or delay.

4.3. Where the Client supplies images to the Agency, these should be supplied as high resolution files (300dpi min).

5. Intellectual property

5.1. The Agency and its licensors shall retain ownership of all Agency IPRs. The Client and its licensors shall retain ownership of all Intellectual Property Rights in the Client Materials.

5.2. The Agency retains Intellectual Property Rights in the Deliverables. Such Intellectual Property Rights shall be assigned to the Client once payment for the Service (and any other outstanding payments due to the Agency) are made in full.

5.3. The Client grants the Agency a fully paid-up, worldwide, non-exclusive, royalty-free, non-transferable licence to copy and modify the Client Materials for the term of the Contract for the purpose of providing the Services to the Client in accordance with the Contract.

5.4. The Client shall indemnify the Agency in full against any sums awarded by a court against the Agency arising of or in connection with any claim brought against the Agency for infringement of a third party's rights (including any Intellectual Property Rights) arising out of, or in connection with, the receipt or use of the Client Materials by the Agency, along with payment for loss, damages or legal costs which have arisen in defending any such claim. The Agency will notify the Client promptly of any claim and the Client agrees that it will support the Agency (and where necessary participate) in defence of any claim.

5.5. The Agency shall have the right to refuse to print, upload or hold any matter which in its opinion is or may be of an illegal or libellous nature or risk an infringement of any third party's rights.

6. Charges, deposit and payment

6.1. The Agency may in some circumstances require a Deposit in advance of at least 50% of the Charges. Where a Deposit is required this will be set out within the Contract Details. Any Deposit will be set off the payments to be made under the invoices to be submitted as referred to in clause 6.5.

6.2. Where no Charge has been agreed between the parties by the Services Start Date, the Client shall be charged at an hourly rate of £115 plus VAT.

6.3. Additional charges which may apply to specific Services are set out within clause 10 or the Contract Details.

6.4. The Agency shall submit invoices for the Charges on completion of the work for Project Service Agreements. The Agency shall reserve the right to provide interim invoices where a project is prolonged over a period of time. For Retained Service Agreements the Agency shall invoice the client on a monthly basis.

6.5. The Client shall pay each invoice due and submitted to it by the Agency, within 30 days of receipt, to the Agency's bank account (details of which are set out in the Contract Details).

6.6. If the Client fails to make any payment due to the Agency under the Contract by the due date for payment, then, without limiting the Agency's remedies under clause 11 (Termination):

(a) the Client shall pay interest on the overdue sum from the due date until payment of the overdue sum, at a rate determined in relation to the Late Commercial Debts (Interest) Act 1998 or any supplemental or updated legislation relating thereto, whether before or after judgment;

(b) the Agency may suspend all Services until payment has been made in full;

(c) the Intellectual Property Rights in the Deliverables will not be assigned to the Client.

6.7. All amounts due under the Contract from the Client to the Agency shall be paid by in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

6.8. For Retained Services Agreements the Agency reserves the right to increase its Charges on the giving of 30 days' notice to the Client.

7. Cancellation

7.1. The Client shall be liable to pay the full value of the work done up to the date of cancellation, save where cancellation is made before the Services Start Date.

7.2. In the case of Digital Media Services – 50% of the applicable Charges will are invoiced before commencement of project. Time spent will be tracked in-house and invoiced accordingly upon cancellation of any order. If a project has been sent to print and then cancelled, payment will be required for any costs relating to the set up and proofing process.

8. Limitation of liability and excluded services

8.1. Nothing in the Contract shall limit or exclude the Agency's liability for:

(a) death or personal injury caused by its negligence, or the negligence of its personnel, agents or subcontractors;

(b) fraud or fraudulent misrepresentation; or

(c) any other liability which cannot be limited or excluded by applicable law.

8.2. Subject to clause 8.1, the Agency shall not be liable to the Client, whether in contract, tort (including negligence), for breach of statutory duty, or otherwise, arising under or in connection with the Contract for:

(a) loss of profits;

(b) loss of sales or business;

(c) loss of agreements or contracts;

(d) loss of anticipated savings;

(e) loss of use or corruption of software, data or information;

(f) loss of or damage to goodwill; and

(g) any indirect or consequential loss.

8.3. The Agency cannot guarantee to the Client that by providing the Services, there will be any increase in revenue, the amount of traffic driven to the Client's website, the level of Google rankings, or similar.

8.4. Subject to clause 8.1, the Agency's total liability to the Client, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with the Contract shall be limited to the value of the relevant item of work which is the subject of the claim.

8.5. The conditions implied by sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from this agreement.

8.6. Where the Agency supplies Deliverables sourced from a third party, the Agency shall only warrant those Deliverables to the extent that the relevant goods have been warranted or guaranteed to the Agency.

8.7. In respect of Services relating to websites, notwithstanding anything to the contrary contained in these terms, neither the Agency nor any of its partners, subcontractors or agents, warrant that the functions contained in any website created for a Client will be or remain uninterrupted or error-free. The entire risk as to the quality and performance of any website is with the Client. In no event will the Agency be liable to the Client or any third party for any damages, loss of services including, but not limited to, hosting service providers, domain names, domain name registrant services, ecommerce features including but not limited to: SSL certificate(s), Paypal™, payment gateway(s), merchant account(s), service interruptions caused by Force Majeure events, the hosting service, hacking, hack attacks or any other circumstances beyond its reasonable control, any lost profits, lost savings or

other incidental, consequential, punitive, or special damages arising out of the operation of or inability to operate the website, failure of any service provider, of any telecommunications carrier, of the internet backbone, of any internet servers, the Client's or its site visitor's computer or internet software, whether or not the Agency has been advised of the possibility of such damages. When carrying out development of CMS (Content Management Systems) this does not include free upgrades or updates to that software. Development will be completed with the current stable release of that software at the time of development of the Client's site

8.8. The Client shall not make a claim unless such claim is brought in writing within six months from the date of the incident which caused the claim to arise.

9. Data Protection Act 2018 (GDPR)

9.1. Both parties shall adhere to the Data Protection Act 1998 and the GDPR.

9.2. The Client shall indemnify the Agency and keep the Agency indemnified against all loss, damages and costs incurred by the Agency where a claim arises caused by processing of data supplied by the Client which is in breach of the Data Protection Act 1998 or the GDPR. The Clients warrants that any data supplied for processing by the Agency shall be compliant with the Data Protection Action 1998 and, from 25th May 2018, with the GDPR.

10. Terms for Specific Services

Proofing

10.1. When providing proofing Services, the Agency the proofs, materials and stock samples or any representation, whether partial or total, of the finished article in whatever form may be submitted to the Client for approval.

10.2. Colour proofing if required before printing from the Agency's suppliers is chargeable at £60 per A1-sized sheet.

10.3. After the approval stage the Client shall have no claim against the Agency for errors in the exemplar as approved by it.

Printing

10.4. Proofing

After initial design and layout, a pdf proof will be submitted for the Client's corrections to be identified. These corrections will be carried out inclusive of the price in the Quote. In the event that the time spent on the proofing Service exceeds the anticipated time as set out in the Quote through no fault of the Agency, additional work will be charged at our normal rate of £115 per hour plus VAT. All artwork must be signed off by the Client before the Agency sends it to print.

10.5. Materials Supplied by Client and Third Party Input

(a) The Agency will not be responsible for imperfect work caused by defects in or unsuitability of material and equipment supplied by the Client. The Agency will not be responsible for Client's material wasted in the course of production. Extra costs incurred through the use of defective materials or equipment supplied shall be charged to the Client.

(b) Third party payments for photographers or other services, where required, will be invoiced in advance of work being produced.

(c) Stock images are charged at £10 per image.

10.6. Delivery

(a) Deliverables will normally be charged and quoted (but may at the Client's choice be collected by the Client) when ready and the Client shall not refuse or delay delivery.

(b) Advice of damage, delay or partial loss of goods in transit or of non-delivery must be given in writing to the Agency and the carrier within three days of delivery.

(c) Deliverables completed but not accepted shall thereupon forthwith become due and payable. Moreover after the expiration of 14 days notice the Agency may exercise a general lien on all the Client's Deliverables and property in its hands and may dispose of such Deliverables and property as it sees fit and apply the proceeds towards such debts. The Agency may also elect to cancel further work and and/or not produce of the relevant order but reserves the right to recover the whole amount due under that particular Quote.

(d) The Agency shall not be liable for any loss to the Client arising from delay in transit howsoever caused.

(e) The risk in the Deliverables passes to the Client upon delivery (whether to the Client or to a common carrier) but legal and beneficial ownership shall remain with the Agency until payment in full has been received (each delivery being considered as a whole). Until the date of payment the Client, if so required by the Agency, shall store the Deliverables in such a way that they are identifiable as the property of the Agency.

(f) The Agency shall retain a non-exclusive commercial licence in respect of the web pages which allows the Agency to use the images on their website and on printed material.

Digital Media/Website Development/Hosting

10.7. Programming

(a) The Agency can only program sites to be as secure as reasonable possible at the time of delivery and cannot offer indemnity against future threats/developments.

(b) Once the Agency has deemed a project to be complete, any further amendments will be charged at the Agency's standard billing structure of £115 per hour plus VAT.

(c) The Agency reserves the right to change the proposed specification and provide the Client with suitable alternatives to any website component, functionality or plugins should the need arise

(d) The Agency develops websites for compatibility with all major browsers: not all previous versions or every browser can be supported. If further compatibility is required, the Agency must be advised at the outset.

(e) The Agency tests its work in current versions of major desktop browsers including those made by Apple (Safari), Google (Chrome), Microsoft Edge and Mozilla Firefox. The Agency will not test in other older browsers unless the Clients specifies otherwise. If the Client need an enhanced design for an older browser, the Agency can provide a separate estimate for that.

(f) SSL Certificates are provided with the hosting package, and is supplied by Let's Encrypt (AutoSSL). If the Client wishes to manage DNS itself the Agency cannot provide support for SSL.

10.8. Ownership

(a) The ownership of the web pages and copyright therein shall not be assigned to the Client until payment has been made in full has been received for all sums owing. Once payment has been received, ownership and copyright shall pass to the Client for page text and graphics specific to the Client.

(b) Ownership of all code used in processing web pages shall remain with the Agency and it is expressly agreed that the use of such code in processing the web pages does not confer any passing of title from the Agency to the Client.

(c) The Agency shall retain a non-exclusive commercial licence in respect of the web pages which allows the Agency to use the images on their website and on printed material.

(d) Siteplans will be produced at the beginning of all website projects and any deviation or change from the siteplan during the development stage will result in a Charge for the additional work at an hourly rate of £115 plus VAT. Addition work will be quoted in advance.

(e) Where the Client supplies the copy for its web pages, it should be sent in clear and usable permanent or electronic form and shall be entirely responsible for the content of the web pages.

(f) All images uploaded to websites by the Client (via CMS, FTP or other) should be optimised (compressed file size). The Agency can provide advice on the best image editing software packages, but accepts no responsibility for the performance or compatibility of third-party software, or the results they produce. Where CMS access is given the Agency cannot be held responsible for any errors made and charges will be made to rectify the error at the £115 per hour plus VAT. When a development link is provided, it is the responsibility of the Client to test the functionality, read and check all copy, as well as approve the design and images used before approve is given.

(g) The Client must provide its own legal disclaimers and privacy policies; it is the responsibility of the Client to confirm with their own legal advisers that these meet their individual requirements, as the Agency accepts no responsibility for their accuracy, relevance or currency.

Website and Emails Content and Use

(a) The Agency makes no representation and give no warranty as to the accuracy or quality of information received by any person via the Client's server and the Agency shall have no liability for any loss or damage to any data stored on the Client's server. The Client shall warrant the accuracy, truthfulness and reliability of any information (including, where applicable, statements of opinion or advice) which the Clients place or allow to be placed on its web pages. The Client warrants that it is authorised to promote and/or provide any information which it promotes and/or provides on its web pages.

(b) The Client represents, undertakes and warrants to the Agency that it will use the website created for it only for lawful purposes. In particular, the Client represents, warrants and undertakes to us that:

(i) It will not host, post, publish, disseminate, link to or transmit:

(A) Any material or information which is unlawful, infringing, threatening, abuse, malicious, defamatory, obscene, indecent, blasphemous, profane or otherwise objectionable in any way.

(B) Any material containing a virus or other hostile computer programme.

(C) Any material or information which constitutes, or encourages the commission of a criminal offence, or which threatens, harasses, stalks, abuses, disrupts or violates the legal rights (including rights of privacy and publicity) of others, or which infringes any Intellectual Property Rights of any person which may subsist under the laws of any jurisdiction.

(ii) The Client shall not send bulk email, whether opt-in or otherwise, from our network nor promote a site hosted on the Agency's suppliers' network using bulk email.

(iii) The Client will not employ programmes which consume excessive system resources, including but not limited to processor cycles and memory.

(iv) The Client shall observe the procedures which the Agency may from time to time prescribe and the Client shall make no use of the Server which is detrimental to other Clients.

(v) The Client shall procure that all mail is sent in accordance with applicable legislation (including data protection legislation) and in a secure manner.

(vi) The Agency and its suppliers reserve the right to remove any material which are deemed appropriate from the Client's website without notice (specifically, but not restricted to Warez and illegal MP3 content).

Monitoring of Service Space

Each Client's service space is monitored by the Agency. If the Client exceeds the amount of service space that it has been allocated the Agency will notify the Client and additional Charges may be incurred.

Specific Charges for Digital Media Work

(a) The Client shall pay 50% of the Charges upfront before any digital media work commences, a further 25% by way of interim payment within the development stage and the final 25% before website goes live. The website will not be put live until payment is made in full.

(b) Where the Agency is hosting, hosting fees and domain name renewals must be paid for 30 days in advance of renewal. If payment is no made in advance or by the date of renewal the Agency shall have the right to suspend the Service.

(c) Third party payments for videographers, photographers or other services, where required, will be invoiced in advance of work being produced.

(d) Stock images are charged at £10 per image.

The Agency holds a commercial licence which allows the Client to use the images on their website and on printed material. Images must not be shared with third parties.

11. Termination

11.1. Without affecting any other right or remedy available to it, either party to the Contract may terminate it with immediate effect by giving written notice to the other party if:

(a) the other party commits a material breach of any term of the Contract which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 10 days after being notified in writing to do so;

(b) the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business;

(c) in the case of an individual (or an individual within a partnership), a bankruptcy order is declared or a trustee in bankruptcy is appointed or that person enters into an individual voluntary arrangement with his creditors;

(d) the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business; or

(e) the other party's financial position deteriorates to such an extent that in the terminating party's opinion the other party's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy.

11.2. Without affecting any other right or remedy available to it, the Agency may terminate the Contract with immediate effect by giving written notice to the Client if the Client fails to pay any amount due under the Contract on the due date for payment.

11.3. On termination of the Contract for whatever reason:

(a) the Client shall immediately pay to the Agency all of the Agency's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, the Agency may submit an invoice, which shall be payable immediately on receipt;

(b) any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of the Contract shall remain in full force and effect; and

(c) termination or expiry of the Contract shall not affect any of the rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.

12. General

12.1. Force majeure.

Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from force majeure events, circumstances or causes beyond its reasonable control. In the event that a force majeure situation continues for more than six weeks, either party may give notice to terminate the Contract giving one week's notice in writing.

12.2. Assignment and other dealings.

(a) The Client shall not assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract without the Agency's prior written consent.

(b) The Agency may at any time assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights under the Contract.

12.3. Confidentiality.

(a) Each party undertakes that it shall not at any time during the Contract, and for a period of five years after termination of the Contract, disclose to any person any confidential information concerning the business, affairs, Clients, clients or agencies of the other party including information contained within quotes, except as permitted by clause 12.3.

(b) Each party may disclose the other party's confidential information:

(i) to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this clause 12.3; and

(ii) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

(c) Neither party shall use any other party's confidential information for any purpose other than to perform its obligations under the Contract.

12.4. Entire agreement.

(a) The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

(b) Each party acknowledges that in entering into the Contract it does not rely on and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in the Contract.

12.5. Variation.

(a) No variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

(b) The Agency reserves the right to alter, modify or amend the Conditions. In the event of an alteration, modification or amendment the Agency shall notify the Client within 30 days.

12.6. Waiver.

(a) A waiver of any right or remedy under the Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default.

(b) A failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under the Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

12.7. Severance.

If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Contract.

12.8. Notices.

(a) Any notice or other communication given to a party under or in connection with the Contract shall be in writing and shall be: delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or by email address of the Client's contact as specified in the Contract Details.

(b) A notice or other communication shall be deemed to have been received: if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address; if sent by pre-paid first class post or other next working day delivery service, at 9.00 am on the second Business Day after posting or at the time recorded by the delivery service; or, if sent by email, on the next Business Day after transmission.

(c) This clause shall not apply to the service of any proceedings or other documents in any legal action.

12.9. Third party rights.

The Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

12.10. Governing law.

The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation, shall be governed by, and construed in accordance with the law of England and Wales.

12.11. Jurisdiction.

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

If you have any questions about Root Fifty-Two's Terms & Conditions, please contact Kimberley Thompson

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