

PAYMENT TERM AND CONDITIONS:

Due dates & amount

Retainers are payable in advance for the month in question and is payable by the 7th of the respective month

50% payment is to be made upfront upon confirmation of project based or ad hoc based assignments, with balance to be paid upon completion of work or final hand-over.

All media booking for advertisement in newspapers, magazines and other published titles to be billed directly to client

Cancellation

Should the project be cancelled or postponed due to any unforeseen circumstances, the

advance fee collected is non refundable. In case of premature termination of retainer based agreements the fee paid for that month is non-refundable.

Out of pocket expenses

Claims should be settle by the 7th day of the following month upon submission by the last day of the prior month. improved on their brochures, website, etc. Our company was also given the opportunity to rebrand their new Green Cement product in Malaysia making them Malaysia's first Green Cement manufacturer.

Also early 2012, we arranged a press conference for the launch of two products, Malaysia's first Green Eco-friendly Cement and the MobileLab. Moreover, our current endeavour is to provide Holcim Malaysia with a company profile.

FEE STRUCTURE:

When determining what to charge, we are always mindful of the client's requirements and take into account what we feel we deliver will be of value to our client. Below are the various fee structures we offer as well as our policies on other costs applicable and the term and conditions applicable.

FEE STRUCTURE OPTIONS

Monthly Retainer - cost effective for long term work

Project Basic engagement - more cost effective than ad-hoc work but more costly than retainer basis
Ad-hoc billing per hour, per activity or per day.

The costs of travel and accommodation will be borne by the client and will be at least of 4-star standard

MEDIA COMMISSION (as and when applicable)

Media services commission is fixed at 10% of the total cost billed to the client after discounts negotiated have been affected