

# **Quartz Subscriptions Terms and Conditions**

## **At the start of your subscription**

When you purchase a **print subscription** your first issue will start with the next available issue. You will be sent an acknowledgement email confirming your purchase, the issue and your start date. Print subscriptions are delivered directly to your chosen address. Your subscription also includes a **digital** version of the magazine which is e-mailed to you around the same time as the print publication date.

## **Payment Methods**

**BACs Payment** – if you want to pay for your subscription by BACs, our bank details are included on the invoice.

**Cheque Payment** – information of how to pay by cheque will be on the invoice.

**Credit Card** payments can be made online, over the phone or sent by e-mail. They will show as 'Quartz Business Media' on your statements.

We must have the payment before issues can be dispatched.

Once your subscription is close to ending you will be notified by either email or post. At this time you will be offered a renewal subscription at the best possible price.

## **Print Magazine Delivery**

Delivery time for each issue is around 14-21 days after the publication date (dependent on location), but this can always change depending on schedules. Although we will do our utmost to ensure that your magazine is delivered on time, it is possible on some occasions it may be unavoidably delayed. If this is the case we would ask that you please allow an extra 5 days for delivery before contacting us.

We will make every effort to make sure you receive every issue of the publication. If you do not receive an issue please inform us within 6 weeks of publication date and we will investigate and look to resend a copy to you.

Contact [subscriptions@quartzltd.com](mailto:subscriptions@quartzltd.com) with any change of contact, company or address details.