



## Terms and Conditions Policy

### Introduction

This policy outlines the standard terms and conditions governing the company's public relations services for clients in Nigeria's energy sector. These terms ensure clarity, transparency, and mutual understanding between the company and its clients, facilitating smooth operations and adherence to legal and ethical standards.

---

### 1. Purpose and Scope

- To define the rights, responsibilities, and obligations of the company and its clients.
  - To establish guidelines for the delivery of PR services in compliance with industry regulations.
  - To manage expectations and mitigate potential disputes.
- 

### 2. Definitions

- **Company:** Refers to the PR firm providing services.
  - **Client:** Refers to the entity engaging the company for PR services.
  - **Services:** Public relations activities, including but not limited to media relations, crisis management, community engagement, and corporate communication.
- 

### 3. Services Offered

- The company will provide services as agreed upon in the signed contract or statement of work.
  - Any additional services will require a written amendment and may incur extra charges.
- 

### 4. Fees and Payment Terms

- **Fee Structure:** Fees will be outlined in the contract and are subject to applicable taxes as per Nigerian law.
- **Payment Schedule:** Payments must be made according to the agreed schedule, typically an initial deposit followed by milestone or monthly payments.





- **Late Payments:** Payments not received by the due date may incur penalties, including interest charges or suspension of services.
- 

## 5. Client Obligations

- **Information Sharing:** Clients must provide accurate and timely information required for service delivery.
  - **Approvals:** Clients are responsible for approving PR materials within the agreed timelines.
  - **Compliance:** Clients must adhere to Nigerian laws and regulations, particularly in the energy sector, ensuring lawful practices in collaboration.
- 

## 6. Confidentiality and Data Protection

- **Confidential Information:** Both parties agree to maintain the confidentiality of proprietary and sensitive information.
  - **Data Protection:** The company complies with the Nigeria Data Protection Regulation (NDPR) to safeguard client data.
- 

## 7. Intellectual Property

- Any content, designs, or materials created by the company during the engagement remain the company's property unless otherwise stated in the contract.
  - Clients will have the right to use deliverables as outlined in the agreement.
- 

## 8. Termination

### 8.1 By the Client

- Clients may terminate the contract with a written notice of 30 days, subject to payment of any outstanding fees for work completed.

### 8.2 By the Company

- The company reserves the right to terminate the contract if the client fails to comply with payment terms or engages in unlawful activities.

| RC:908079

| 24 Trans Amadi road, PHC.Nigeria | 7b Reeve road, Ikoyi, Lagos, Nigeria.

+234 806 12345 12 | +234 909 3030 708

[www.wetclaymedia.com](http://www.wetclaymedia.com)

[Wetclaymedia@gmail.com](mailto:Wetclaymedia@gmail.com)





### 8.3 Force Majeure

- Neither party will be held liable for delays or failures caused by events beyond their control, including natural disasters, government actions, or industry disruptions.
- 

### 9. Dispute Resolution

- Any disputes arising from the terms and conditions will first be resolved amicably through negotiation.
  - If unresolved, disputes will be referred to arbitration in accordance with Nigerian law.
- 

### 10. Limitation of Liability

- The company's liability for any claim related to its services will not exceed the total fees paid by the client under the contract.
  - The company will not be liable for indirect, consequential, or incidental damages.
- 

### 11. Governing Law and Jurisdiction

- These terms and conditions are governed by the laws of the Federal Republic of Nigeria.
  - Any legal disputes will fall under the jurisdiction of Nigerian courts.
- 

### 12. Amendments and Updates

- The company reserves the right to update these terms and conditions as needed to reflect changes in laws, industry standards, or operational requirements.
  - Clients will be notified of any changes, and continued engagement implies acceptance.
- 

### 13. Conclusion

This terms and conditions policy establishes a transparent framework for engaging clients in Nigeria's energy sector

---

