



ARTISTADMIN

SHIPPING TERMS AND CONDITIONS

1. INTRODUCTION

It is recorded that Artist Admin is solely facilitating the shipment(s) on behalf of the Client with third party service providers. Artist Admin is not a shipping company and shall utilise the services of preferred third-party service providers.

1. COLLECTION

- 1.1. Collection of the Client's shipment(s) shall occur, as agreed to between the party, as follows:
 - 1.1.1. The Client's shipment shall be collected by Artist Admin, alternatively Artist Admin's preferred third party service provider, from an address as provided by the Client to Artist Admin; or
 - 1.1.2. Artist Admin shall require that the Client deliver the shipment to an address as stated by Artist Admin from time to time.
- 1.2. It is Artist Admin's sole discretion whether collection shall occur in accordance with clauses 2.1.1 or 2.1.2.

2. SHIPPING ADDRESS

- 2.1. The Client warrants that the physical address provided to Artist Admin is the correct address and that the Client or their chosen representative shall be present at the address to receive the delivery.
- 2.2. Neither Artist Admin nor its third-party service providers shall not be held liable for any associated costs arising from the incorrect shipping address being provided by the Client and/or by the Client or their chosen representative not being present at the address to receive the delivery as warranted in clause 3.1.

3. INSURANCE

- 3.1. It is specifically recorded that Artist Admin is not an insurance company and does not provide insurance-related services.
- 3.2. Artist Admin may facilitate insurance policies on behalf of the Client for the shipment(s).
- 3.3. The Client understands that insurance of the shipment is not included in the quotation or invoice unless specifically agreed to by Artist Admin.

4. WARRANTY

- 4.1. The Client shall warrant that the information regarding the shipment including but not limited to the value of the goods contained in the shipment have been fully and accurately disclosed to Artist Admin.
- 4.2. Any costs, fees, or fines associated with the shipment(s) due to any inaccuracy, including but not limited to negligence or wilful intent, with the information referred to in clause 5.1. will be paid for by the Client. Neither Artist Admin nor its third-party service providers shall not be held liable for any costs, fees, or fines.
- 4.3. In the event of any inaccuracy, including but not limited to negligence or wilful intent, with the information referred to in clause 5.1, Artist Admin shall not be obliged to perform the Services.
- 4.4. The Client indemnifies and holds harmless Artist Admin of any associated reputational damage and/or economic loss arising in the event of clause 5.2 and 5.3 above.



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5. PROHIBITED ITEMS AND SPECIALISED SHIPPING

5.1. The Client warrants to not include any items as listed below in the shipment(s) and to inform Artist Admin if any of the items included in the shipment(s) require specialised shipping as listed below.

PROHIBITED ITEMS



Explosives



Inflammable articles



Corrosive products



Environmentally hazardous goods



Combustion agents



Pressurized gas



Toxic, irritant articles



Sensitizers, narcotics



Mutagens, carcinogens, reprotoxics



Aerosols



Perishable foods

SPECIALISED SHIPPING REQUIRED



Perfumes



Lithium batteries



Cosmetics

5.2. In the event that specialised shipping is required, Artist Admin may vary the Fee, if necessary.



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THE FEE: SHIPPING

1. INTRODUCTION

In addition to the payment terms set out in the terms of engagement, these terms shall apply when Artist Admin provides shipping services.

2. PAYMENT

5.3. Artist Admin shall only provide its Services upon payment of the Fee as set out in the quote or estimate provided to its ad hoc Clients by Artist Admin.

5.3.1. “**ad hoc Clients**” shall mean Clients who do not currently hold an account number with Artist Admin and only engage with their Shipping Services on an ad hoc, COD basis. Unless expressly stated otherwise, “Client” shall include to ad hoc Clients.

5.4. Artist Admin shall provide its Services upon acceptance of the Fee as set out in the quote or estimate provided to its account Clients.

5.4.1. “**account Clients**” shall mean any Client who currently holds an account with Artist Admin. Account Clients shall maintain a 30-day account with Artist Admin. Unless expressly stated otherwise, “Client” shall include to account hoc Clients.

5.5. The quote is subject to change and Artist Admin shall provide the Client with a final invoice.

5.6. The Client shall only make payment upon receipt of Artist Admin’s final invoice.

6. VARIATION OF THE FEE

6.1. The quote or estimate is based on the information provided by the Client. If the Client provides inaccurate information including but not limited to the actual dimensions, weight, and size which results in excess then the Client shall be liable for the difference from the quote to the final invoice.

6.2. The quote or invoice shall not include any insurance policy unless specifically agreed to by Artist Admin.

6.3. The quote shall not include any associated customs, duties, taxes, or shipping cost and fees associated with the shipment being returned to the Client.

6.3.1. The Client agrees to settle the amounts referred to in clause 3.3 directly with Artist Admin’s third-party service provider.