VEGAN FASHION REPOSITORY

Terms & Conditions for Paid Editorial and Content Collaborations

Version: 1.0
Effective date: [DD Month YYYY]
Contracting entity: Vegan Fashion Repository Sp. z o.o.
Registered office: ul. Jugosłowiańska 15c/35, 03-984 Warsaw, Poland
KRS: 0001129419
NIP: 1133146789
Email: hello@veganfashionrepository.com

These Terms & Conditions govern paid editorial, content and related services provided by Vegan Fashion Repository (VFR). They are intended to be read together with the client-specific written offer or quotation issued by VFR.

PART I — STANDARD TERMS & CONDITIONS

1. Scope and eligibility

1.1. Scope of services

Vegan Fashion Repository (VFR) provides paid editorial, content and related services to eligible brands, material innovators, designers, manufacturers, retailers, event organisers and other organisations operating in or contributing to the fashion industry.

Services may include editorial link placements, editorial reviews based on client-supplied materials, original editorial features, event coverage, factory visits, material testing, extended reporting and other services expressly agreed in a written offer.

The available collaboration formats and indicative fees are described on VFR's website under **Sponsored Content & Paid Collaborations**. The specific service, scope, deliverables and fee applicable to an individual engagement are determined by the accepted offer.

1.2. Eligibility and material criteria

Every proposed collaboration is subject to VFR's eligibility assessment. VFR's acceptance of a proposal for consideration does not guarantee approval, publication or the conclusion of a commercial agreement.

Commercial collaborations must comply with VFR's editorial standards and the material inclusion criteria applicable to its main editorial and brand directories.

VFR may request information or supporting documentation concerning materials, ingredients, components, manufacturing processes, environmental claims, certifications, labour conditions, supply-chain transparency and other relevant matters.

VFR may decline a proposal where it does not meet the applicable criteria. Payment does not override these criteria and does not guarantee publication or inclusion in a directory.

1.3. No guarantee of favourable coverage

An accepted commercial engagement guarantees only the services and deliverables expressly agreed in the offer, subject to these Terms & Conditions.

Payment does not guarantee publication, a positive review, favourable editorial conclusions, coverage beyond the agreed deliverables, or any particular commercial outcome. VFR reserves the right to cancel a collaboration in accordance with Section 6.6.

VFR retains editorial independence throughout the collaboration.

2. Enquiries, offers and contract formation

2.1. Initial enquiry

A prospective client may contact VFR at hello@veganfashionrepository.com with details of the proposed collaboration.

VFR may conduct an initial eligibility assessment and request further information before deciding whether to issue an offer.

An initial assessment, discussion, indicative price or statement of interest does not, by itself, constitute an order or a commitment by VFR to undertake the work.

2.2. Written offer

Each collaboration is subject to a written offer or quotation issued by VFR. The offer will identify, as applicable:

- the contracting parties;
- the selected collaboration format;
- the scope of work and agreed deliverables;
- the fee and applicable taxes;
- the payment schedule;
- the estimated production and publication timeline;
- any additional expenses or third-party costs;
- any project-specific conditions.

Unless a different acceptance period is stated, an offer remains open for acceptance for 14 calendar days from the date of issue. An offer not accepted within that period expires unless VFR confirms an extension in writing.

2.3. Acceptance and formation of the agreement

A binding agreement is formed when the client accepts VFR's written offer in writing within the applicable acceptance period and the offer's expressly stated conditions of contract formation, if any, have been met.

For standard engagements, acceptance may be given by email from a person authorised to act on behalf of the client.

The client must expressly accept both the offer and these Terms & Conditions, using the version identified in the offer.

The agreement consists of:

1. the accepted offer or quotation and any project-specific conditions;
2. these Terms & Conditions, where incorporated into the agreement;
3. any subsequent written amendments agreed by both parties.

A separate bespoke contract is not required for an ordinary engagement where the accepted offer and these Terms & Conditions together sufficiently define the agreement and no mandatory legal rule requires a different form.

2.4. Delivery of the Terms & Conditions

VFR will provide the applicable Terms & Conditions before the client accepts the offer, either as an attachment or through a direct link to a document that the client can access, save and reproduce.

The offer will identify the applicable version by its title, version number and/or date.

VFR will retain a copy of the offer, the applicable version of these Terms & Conditions and the client's acceptance.

A later revision of these Terms & Conditions does not automatically amend an agreement already concluded. Changes to an existing agreement must be agreed in writing by both parties.

2.5. Order of precedence

If the accepted offer expressly varies a provision of these Terms & Conditions, the project-specific provision in the offer takes precedence for that engagement to the extent of the inconsistency.

All other provisions of these Terms & Conditions remain applicable.

Any changes to the agreed scope, deliverables, fee, expenses or timeline must be agreed in writing by both parties. Additional work or expenses outside the agreed scope require the client's prior written approval, except where the parties have expressly agreed a different procedure.

3. Production, review and publication

3.1. Commencement of work

Unless otherwise agreed in writing, VFR begins production after:

- the agreement has been concluded;
- any required initial payment has been received; and
- the client has supplied the information, materials and documentation reasonably necessary to carry out the agreed work.

Where the client does not provide required materials, information or approvals within the agreed timeframe, the production and publication schedule may be adjusted accordingly.

VFR will notify the client of material delays where reasonably practicable.

3.2. Editorial control

VFR retains editorial control over the structure, angle, wording, presentation and conclusions of editorial content produced under a collaboration.

The client may not require VFR to adopt a particular editorial conclusion, provide a positive assessment, remove relevant editorial context or make claims that VFR considers misleading, unsupported or inconsistent with its editorial standards.

3.3. Factual and technical review

Where appropriate, VFR may provide the client with a draft for factual and technical verification before publication.

The review is intended to identify matters such as:

- factual inaccuracies;
- incorrect product or material specifications;
- outdated information;
- errors in names, brands or technical terminology;
- factual information requiring correction for legal or technical accuracy.

Unless the offer states otherwise, the client must submit any proposed corrections in one consolidated response within five business days of receiving the draft. If the client does not respond within that period, VFR may proceed using the information available to it and may adjust the publication schedule as necessary.

The review does not give the client editorial control over the article. VFR will assess proposed changes and determine the final wording, structure, presentation and conclusions.

Where further research, substantial rewriting, additional interviews or other work is requested or becomes necessary beyond the agreed scope, VFR may propose an additional fee and revised timeline. Such additional work will not be undertaken for an additional fee without the client's written agreement.

3.4. Publication and timing

VFR will use reasonable efforts to meet the estimated timeline specified in the accepted offer. Unless an exact publication date is expressly agreed in writing, all dates are estimates and may change due to editorial, technical, operational or other reasonable circumstances.

VFR will inform the client of material changes to the expected publication schedule where reasonably practicable.

Unless otherwise agreed, the standard collaboration covers only the publication, placement or deliverables specified in the offer.

3.5. After publication

VFR may make minor factual corrections where necessary.

Substantial post-publication changes, additional reporting, republication, new promotional assets or other work outside the agreed scope may incur an additional fee, subject to prior written agreement.

VFR may update, amend, suspend or remove published content where reasonably necessary for factual, legal, editorial or technical reasons, to address a substantiated concern about the content, or where required by law.

Where reasonably practicable, VFR will inform the client of the relevant concern before taking action. VFR may act without prior notice where necessary to address an urgent legal, factual or other material risk.

3.6. No guarantee of performance

VFR does not guarantee traffic, impressions, engagement, conversions, sales, search-engine rankings, media pickup, audience response or any other commercial result unless a specific measurable deliverable is expressly included in the accepted offer.

4. Editorial independence, claims and client responsibilities

4.1. Accuracy and substantiation

The client is responsible for the accuracy, completeness and substantiation of all information and claims it supplies to VFR, including claims relating to:

- materials, ingredients and product composition;
- environmental impact and comparative environmental performance;
- certifications and labels;
- manufacturing processes and supply chains;
- labour conditions and social impacts;
- product performance, durability and testing;
- charitable contributions and other business activities.

The client must provide supporting evidence upon request and promptly notify VFR of any material inaccuracies, changes or new information affecting claims submitted for publication.

The client must not knowingly provide misleading information or omit information that would materially alter the meaning of a claim.

4.2. Environmental and social claims

Environmental, social, animal-welfare and other product or business claims must be accurate, appropriately qualified and supported by evidence proportionate to the nature and scope of the claim.

The client must not request or supply claims that are misleading, materially incomplete, unsubstantiated or inconsistent with applicable law.

Broad claims about environmental benefit, climate impact, recyclability, biodegradability, circularity, material composition or future environmental performance may require additional context and supporting evidence.

Where a claim concerns a particular component, material, product line or stage of production, it must not be presented in a way that implies a broader benefit than the evidence supports.

Where relevant, the client must provide the scope, methodology, assumptions, limitations and source data needed to understand a claim or comparison.

The client acknowledges that the assessment of environmental and social claims is subject to applicable law, including changes to EU and Polish consumer-protection rules. VFR may request further substantiation, qualify or contextualise a claim, decline to publish it, or amend published content where reasonably necessary to comply with applicable law or VFR's editorial standards.

4.3. VFR's assessment of claims

VFR may request additional documentation, clarification or independent verification before publication.

The provision of supporting documentation does not automatically mean that VFR will accept a claim or publish it.

VFR retains editorial discretion to assess the evidence, determine how claims are presented and decide whether they are sufficiently supported for publication. VFR may qualify, contextualise or omit claims that cannot be adequately substantiated.

4.4. Eligibility concerns and withdrawal

VFR may decline, postpone, amend, suspend or withdraw a collaboration where reasonable concerns arise about the accuracy of information, the substantiation of claims, compliance with applicable law or the client's continued eligibility under VFR's inclusion criteria.

Where reasonably practicable, VFR will explain the relevant concern and allow the client an opportunity to provide clarification or supporting evidence.

Where a collaboration is declined or withdrawn after the agreement has been concluded, payments and any outstanding amounts will be dealt with under Section 6, taking account of work completed, expenses properly incurred, the reason for cancellation and applicable law.

4.5. Client-supplied materials and permissions

The client is responsible for ensuring that it has the necessary rights, permissions and licences for all materials supplied to VFR, including text, photographs, video, graphics, logos, product information and other content.

The client must not knowingly supply material that infringes third-party rights or disclose confidential information without the necessary authority.

The client grants VFR a non-exclusive, royalty-free licence for the duration and territory necessary to use, reproduce, edit, publish and display client-supplied materials for the agreed collaboration and related publication, including reasonable technical adaptations and promotion of that publication.

This licence does not transfer ownership of the client's intellectual property. It does not authorise VFR to use client-supplied materials for unrelated purposes.

The client must promptly inform VFR if any permission or licence relevant to the agreed use is withdrawn or restricted.

5. Disclosure and transparency

5.1. Disclosure of commercial relationships

VFR will identify paid editorial content and placements prominently and in a manner appropriate to the format, using clear wording such as “Advertisement” or “Sponsored Content”, or other wording required or appropriate under applicable law.

Disclosures must make the commercial nature of the content clear to readers. They will not rely solely on ambiguous wording, inconspicuous placement or terminology that could reasonably be mistaken for an ordinary editorial heading.

Where a collaboration involves free products, services, travel, accommodation or other benefits, VFR will assess and apply the disclosure appropriate to the arrangement and applicable legal requirements.

5.2. Paid links

Paid links will be identified for search engines using `rel="sponsored"` or another suitable link attribute, in accordance with applicable search-engine policies.

VFR does not guarantee search-engine rankings, traffic or other results from a link placement.

5.3. Editorial independence

Disclosure of a commercial relationship does not give the client the right to control VFR's editorial conclusions, require favourable coverage or remove relevant context.

VFR retains editorial control over the content, including where the client supplies information or reviews a draft for factual accuracy.

6. Fees, payment, VAT, cancellation and refunds

6.1. Fees

Fees are specified in the accepted offer. Unless expressly stated otherwise, fees are quoted in euros (EUR) and exclude VAT and other applicable taxes.

Any additional expenses, including travel, accommodation, registration fees, visa fees, production costs or third-party costs, must be identified in the offer or approved by the client in writing before they are incurred.

VFR will not charge for additional work or expenses outside the agreed scope without the client's prior written agreement, except where a different arrangement has been expressly agreed.

6.2. Fixed-price services up to €300

For fixed-price services costing up to €300 before applicable VAT, payment in full is due in advance.

For editorial link placements, payment must be received before the link is added to the existing article. For other services, payment must be received before production begins or, where expressly agreed in the offer, before publication.

6.3. Individually quoted projects

Unless otherwise specified in the accepted offer, individually quoted projects require:

- a 50% deposit upon confirmation of the project; and
- the remaining 50% before publication or delivery of the final agreed deliverable, as specified in the offer.

For extensive assignments involving travel, factory visits, substantial production costs or significant third-party expenses, VFR may require full payment or a higher deposit before work begins. Any different payment schedule must be specified in the offer and accepted by the client.

6.4. Invoicing and VAT

VFR will issue invoices in accordance with the applicable invoicing and tax rules.

The VAT treatment of a service depends on the applicable rules, including the nature of the service and the client's location and VAT status. Where relevant, reverse-charge arrangements or other applicable VAT provisions will be reflected in the invoice.

Invoices are payable by the due date stated on the invoice or in the accepted offer. If the invoice and offer contain inconsistent payment deadlines, the payment deadline expressly agreed in the offer takes precedence.

Where a required payment is overdue, VFR may suspend work or postpone publication after notifying the client and allowing a reasonable opportunity to resolve the non-payment, except where immediate suspension is reasonably necessary. Any statutory interest or recovery costs may be charged only to the extent permitted by applicable law.

6.5. Client cancellation and withdrawal

The client may request cancellation at any time by written notice to hello@veganfashionrepository.com, subject to the accepted offer and applicable law.

Where the client qualifies for a statutory 14-day right of withdrawal under Polish law, the withdrawal period begins on the date the agreement is concluded. Where the agreement is formed by the client's written acceptance of VFR's offer, this is the date that acceptance becomes effective under the offer's terms, not the date on which payment is received by VFR. The client may exercise this right by sending a withdrawal notice before the applicable period expires, subject to statutory exceptions.

If the client requests that work begin before the expiry of an applicable statutory withdrawal period, any required express request or acknowledgement will be obtained. The client may be required to pay a proportionate amount for services performed before withdrawal, where permitted by law. The statutory right of withdrawal may be lost once a service has been fully performed only where the applicable legal requirements have been met, including any required prior express consent and acknowledgement.

If the client cancels or terminates the agreement after work has begun, VFR may charge for work completed up to the cancellation date and for non-refundable expenses or commitments reasonably incurred for the assignment, subject to the accepted offer and applicable law.

Where practicable, VFR will calculate the amount due by reference to the work completed, the agreed fee allocation or a reasonable assessment of the work performed, together with properly incurred non-refundable costs.

If the client has paid more than the amount properly due, VFR will refund the balance. If the amount properly due exceeds the payments already made, the client must pay the balance in accordance with the applicable invoice and agreed terms, to the extent permitted by law.

If the client cancels before work begins, any amount payable or refundable will be determined by the accepted offer, any properly incurred costs or commitments and applicable law.

Nothing in this section excludes or restricts any mandatory statutory right to withdraw from or terminate the agreement, or any payment, compensation or damages that may be recoverable under applicable law. No cancellation charge will be imposed solely as a penalty.

6.6. Cancellation or non-performance by VFR

VFR reserves the right to decline, suspend or cancel an agreed collaboration if, during subsequent research, verification or production, it becomes apparent that the client, brand, product, material or project does not meet VFR's inclusion criteria, including where relevant information was not disclosed, was unavailable or could not reasonably have been identified during the preliminary eligibility check.

A preliminary eligibility check does not constitute final approval of the client, brand, product, material or project, nor does it prevent VFR from reassessing eligibility as further information becomes available.

Where VFR intends to cancel a collaboration on this basis, it will, where reasonably practicable, inform the client of the relevant concerns and allow an opportunity to provide clarification or supporting evidence. VFR may cancel without prior notice where reasonably necessary to address an urgent legal, factual, ethical or other material risk.

If VFR cancels a project, VFR will inform the client and, where appropriate, discuss a reasonable resolution. This may include rescheduling, an alternative arrangement acceptable to both parties, or a refund for the undelivered portion of the service.

Where cancellation results from the client's failure to disclose relevant information, the provision of inaccurate or misleading information, or the client's failure to meet VFR's inclusion criteria, VFR may retain or charge amounts attributable to work properly completed up to cancellation and non-refundable expenses reasonably incurred, subject to the accepted offer and applicable law. Any amount paid in excess of the amount properly due must be refunded.

Where VFR cancels for reasons not attributable to the client, VFR will refund any amount paid for services not performed, taking account of any alternative arrangement agreed by the parties and applicable law.

This section does not limit any mandatory rights or remedies available under applicable law.

6.7. Refunds

Any refund due under these Terms & Conditions will be calculated by reference to the amounts paid, work performed, expenses properly incurred and the terms of the accepted offer.

Unless the parties agree otherwise, refunds will be made using the original payment method where reasonably practicable.

7. Intellectual property and permitted use

7.1. VFR's original content

Unless otherwise agreed in a separate written instrument, VFR retains the intellectual property rights it holds in original editorial content created for a collaboration, subject to applicable law and any third-party rights.

Payment for a collaboration does not transfer ownership of VFR's articles, photographs, videos, graphics or other original materials to the client.

7.2. Client's permitted use

The client may share a link to the published content and may refer to the collaboration in a factual manner, provided that the reference is accurate, does not imply endorsement beyond the actual collaboration, and does not misrepresent VFR's editorial conclusions.

The client may not reproduce, republish, adapt, distribute, commercially reuse or incorporate VFR's content into advertising, promotional materials, product packaging or other commercial materials beyond the use expressly permitted in the accepted offer or separately agreed in writing.

Any additional licence, republication rights, advertising usage, image usage, paid-media usage or other extended rights must be agreed separately in writing.

7.3. No transfer of copyright

Nothing in these Terms & Conditions or in an ordinary email acceptance constitutes an assignment of VFR's economic copyright.

Any agreement to transfer economic copyright, or to grant exclusive rights where a particular legal form is required, must be documented in a separate instrument complying with the applicable legal requirements.

7.4. Client materials

The client retains its rights in materials it supplies to VFR, subject to the licence granted under Section 4.5.

VFR may retain copies of published materials and project records as reasonably necessary for its editorial archive, legal compliance and administration, subject to applicable law and any agreed confidentiality obligations.

8. Confidentiality

Each party must take reasonable care to protect confidential information received from the other party in connection with a collaboration and must not disclose it to third parties except where disclosure is authorised, reasonably necessary to perform the agreement, made to professional advisers subject to appropriate confidentiality obligations, or required by law.

Information that is publicly available, already lawfully known to the receiving party, independently developed or lawfully received from another source is not confidential solely because it was discussed during the collaboration.

This section does not prevent VFR from publishing information and materials that the client has supplied or approved for publication, or from making disclosures required by law.

Where the parties intend to exchange particularly sensitive commercial information, they should agree any additional confidentiality requirements in writing before that information is disclosed.

9. Delays and circumstances beyond reasonable control

Neither party will be responsible for a delay or failure to perform an obligation to the extent that it is caused by circumstances beyond that party's reasonable control and could not reasonably have been avoided or overcome.

The affected party must inform the other party within a reasonable time and take reasonable steps to minimise the effects.

The parties will discuss any necessary changes to the schedule or arrangements. If the circumstances materially prevent performance for an extended period, either party may request cancellation of the affected part of the engagement. Any resulting payment or refund will be determined by the work performed, expenses properly incurred, the accepted offer and applicable law.

This section does not automatically cancel payment obligations for services already performed or expenses properly incurred.

10. Liability and mandatory rights

Each party is responsible for performing its obligations under the agreement in accordance with applicable law.

Nothing in these Terms & Conditions excludes or limits liability, rights or remedies where such exclusion or limitation would be unlawful.

VFR does not guarantee a particular editorial conclusion, commercial result, audience response or third-party platform performance.

The client remains responsible for the accuracy and substantiation of claims and materials it supplies, as set out in Section 4. Nothing in that responsibility relieves VFR of its own obligations under applicable law.

Any additional limitation of liability, indemnity or allocation of specific risks must be expressly agreed in writing and must comply with applicable law.

11. Governing law and disputes

These Terms & Conditions and agreements concluded with VFR are governed by the laws of the Republic of Poland, subject to any mandatory provisions of applicable EU law and any mandatory rules that cannot lawfully be excluded by agreement.

The choice of Polish law does not deprive a party of any mandatory protection that applies under the relevant conflict-of-law rules.

The parties will endeavour to resolve disputes arising from a collaboration through good-faith discussions.

If a dispute cannot be resolved amicably, it will be submitted to the courts having jurisdiction under applicable law.

These Terms & Conditions do not, by themselves, confer exclusive jurisdiction on a particular court where such an agreement would be invalid or restricted under applicable law.

12. Standard provisions

12.1. Amendments

Any amendment to an accepted offer or an existing agreement must be agreed in writing by both parties.

VFR may update these standard Terms & Conditions for future offers. An updated version applies to a new engagement only where it is provided to the client before acceptance and incorporated into the agreement.

12.2. Severability

If any provision of these Terms & Conditions is found to be invalid, unenforceable or ineffective, the remaining provisions will remain in force to the extent permitted by law.

The parties will seek, where appropriate, to replace the affected provision with a lawful provision that most closely reflects its original purpose.

12.3. No waiver

A party's failure or delay in exercising a right under the agreement does not, by itself, constitute a waiver of that right.

12.4. Entire agreement

The accepted offer, these Terms & Conditions where incorporated into the agreement, and any additional written terms agreed by both parties constitute the agreement for the relevant collaboration.

Any previous discussions or indicative statements are superseded to the extent that they are inconsistent with the final accepted offer, unless the parties expressly agree otherwise in writing.

12.5. Mandatory law

Nothing in these Terms & Conditions excludes or restricts mandatory rights or protections that apply under Polish law, EU law or other applicable law.

PART II — CLIENT-SPECIFIC OFFER / QUOTATION TEMPLATE

Instructions for VFR: Complete all relevant fields, remove unused options and check the applicable Terms & Conditions version before sending. Do not send an offer containing unresolved placeholders.

VFR Paid Editorial & Content Collaboration — Offer

Offer reference: [VFR-YYYY-NNN]
Date issued: [DD Month YYYY]
Offer valid until: [DD Month YYYY]

1. Contracting parties

Service provider

Legal name: Vegan Fashion Repository Sp. z o.o.
Registered office: ul. Jugosłowiańska 15c/35, 03-984 Warsaw, Poland
KRS: 0001129419
NIP: 1133146789
Email: hello@veganfashionrepository.com

Represented by:
Nguyen Hue Nhung Catherine
Kaja Nidecka

Client

Full legal name: [Client's registered company name]
Registered office: [Registered address]
Company registration number: [Number, if applicable]
VAT number: [Number, if applicable]
Country of registration: [Country]
Contact person: [Name and position]
Email: [Business email]

Represented by: [full legal name, title]

The client confirms that the person accepting this offer is authorised to act on its behalf.

2. Selected collaboration format

Select and complete the relevant option.

A. Editorial link placement — €120

- Existing VFR article: [Title and URL]
- Proposed destination URL: [URL]
- Anchor text or link wording, if agreed: [Text]
- Contextual rationale: [Brief description]
- Additional conditions: [If any]

The link will be included only where VFR considers the placement relevant and appropriate. VFR retains control over the final placement and surrounding editorial context. Payment is due before the link is added.

B. Editorial review based on client-supplied materials — €300

- Brand, product or material: [Details]
- Agreed subject and scope: [Details]
- Target length: approximately 600–1,000 words
- Materials to be supplied by the client: [List]
- Agreed deliverables: [Article and any additional items]
- Estimated publication timeframe: [Date or range]

The review will be written by VFR based primarily on information supplied by the client, assessed and presented in VFR's editorial voice. Verbatim publication of a press release is not included.

C. Original editorial feature — from €600

- Brand, product, material or project: [Details]
- Proposed editorial focus: [Details]
- Agreed research and reporting scope: [Details]
- Interviews or additional research included: [Details]
- Target length: approximately 800–1,500 words, subject to the agreed scope
- Agreed deliverables: [Article and any additional items]
- Estimated production and publication timeframe: [Date or range]

Final scope and fee are agreed in this offer. Additional research, interviews, travel or other work outside the stated scope require prior written agreement.

D. Event coverage — €1,000

- Event name: [Name]
- Location and dates: [Details]
- On-site coverage dates: [Details]
- Agreed reporting scope: [Details]

- Target length: approximately 1,500–2,500 words
- Agreed deliverables: [Article and any additional items]
- Travel, accommodation, registration and other agreed expenses: [Specify who pays and how]
- Estimated publication timeframe: [Date or range]

The fee covers the agreed on-site editorial coverage and post-event article only. Professional event photography, video production, live reporting, additional interviews, pre-event coverage and other deliverables are excluded unless expressly listed above. Expenses must be agreed in advance.

E. Factory visit, material testing or extended reporting — individually quoted

- Project: [Details]
- Location and proposed dates: [Details]
- Research, testing or reporting scope: [Details]
- Deliverables: [Details]
- Fee: €[Amount] excluding applicable VAT
- Expenses and third-party costs: [Details]
- Payment schedule: [Details]
- Estimated timeline: [Details]

The project will proceed only once its scope, fee, expenses and practical arrangements have been agreed in writing.

F. Other agreed service

- Service and scope: [Details]
- Deliverables: [Details]
- Fee: €[Amount] excluding applicable VAT
- Payment schedule: [Details]
- Expenses: [Details]
- Estimated timeline: [Details]

3. Deliverables and exclusions

Agreed deliverables:
[Specify precisely what VFR will provide, including article, placement, approximate word count, number of interviews, testing, event attendance, video or other assets where applicable.]

Not included unless expressly listed above:
Additional reporting, additional rounds of substantive revision, photography, video production, paid-media promotion, social-media posts, republication rights, advertising usage rights, guaranteed publication dates, guaranteed search-engine rankings, guaranteed traffic or other performance outcomes.

Any additional work must be agreed in writing, including any additional fee and revised timeline.

4. Fee and payment schedule

Item	Amount
Agreed service fee, excluding VAT	€[Amount]
VAT, if applicable	€[Amount / rate / reverse charge, as applicable]
Approved expenses, excluding VAT where applicable	€[Amount]
Total payable	**€[Amount]**

Payment schedule — select one:

- Fixed-price service up to €300: 100% payable in advance.
- Individually quoted project: 50% deposit upon confirmation; 50% payable before publication or final delivery, as specified below.
- Other agreed schedule: [Specify].

Payment milestones and due dates:
[Specify amounts, percentages, invoice milestones and due dates.]

Expenses:
[Specify which expenses are included, which are paid directly by the client, any pre-approved spending limit, and how reimbursement will be invoiced.]

All fees are quoted in euros and exclude VAT unless expressly stated otherwise. VAT will be applied in accordance with the rules applicable to the transaction.

5. Timeline

- Expected commencement: [Date / after receipt of deposit and materials]
- Client materials due: [Date]
- Draft delivery, where applicable: [Date / estimated period]
- Client factual review deadline: [Date / number of business days]
- Estimated publication or final delivery: [Date / range]

These dates are estimates unless a date is expressly identified as a binding deadline in this offer. Delays in receiving materials, payments, approvals or necessary information may affect the schedule.

6. Project-specific conditions

[Insert any agreed conditions, including product delivery, non-returnable products, testing periods, travel arrangements, access requirements, interview availability, specific deliverables or other project requirements.]

If there are no additional conditions, write: **None.**

7. Applicable Terms & Conditions

This offer is governed by VFR's **Terms & Conditions for Paid Editorial and Content Collaborations, version [number], dated [date]**, supplied with this offer / available at [direct document link].

By accepting this offer, the client confirms receipt of the identified Terms & Conditions and agrees that they form part of the agreement, subject to the project-specific terms in this offer.

If a project-specific provision in this offer expressly varies a provision of the Terms & Conditions, the project-specific provision takes precedence to the extent of the inconsistency.

8. Offer acceptance

To accept this offer, the client must reply in writing using the acceptance wording in Part III below, or provide an equivalent clear written acceptance that identifies this offer and the applicable Terms & Conditions.

The offer must be accepted by [DD Month YYYY]. Unless otherwise agreed in writing, work will begin only after the agreement has been concluded, the required initial payment has been received and the necessary materials have been supplied.

Issued by VFR

Name: [Name]
Position: [Position]
Date: [Date]

PART III — CLIENT ACCEPTANCE TEMPLATE

VFR to include the following in the offer email or copy it into the offer document.

Acceptance of VFR Paid Editorial & Content Collaboration Offer

Offer reference: [VFR-YYYY-NNN]
Offer date: [DD Month YYYY]
Client legal name: [Full registered company name]

Please reply to the offer email with the following statement completed by an authorised representative of the client:

> I confirm that I am authorised to accept this offer on behalf of [Client's full legal name].
>
> I accept VFR's offer reference [VFR-YYYY-NNN], dated [DD Month YYYY], including the agreed service, scope, deliverables, fee, payment schedule, expenses and timeline specified in the offer.
>
> I confirm that I have received and read VFR's Terms & Conditions for Paid Editorial and Content Collaborations, version [number], dated [date], and agree that they form part of the agreement for this collaboration, subject to the project-specific terms in the accepted offer.
>
> I understand that VFR retains editorial control over its content; that payment does not guarantee favourable coverage or a particular editorial conclusion; and that I am responsible for the accuracy, substantiation and permissions relating to information and materials supplied by the client, as set out in the accepted offer and Terms & Conditions.
>
> I understand that the agreement does not transfer ownership of VFR's copyright or grant rights beyond those expressly stated in the accepted offer and Terms & Conditions.
>
> **Accepted by:** [Full name]
> **Position:** [Position]

For and on behalf of: [Client's full legal name]
Date: [DD Month YYYY]

VFR will confirm receipt of the acceptance and, where applicable, issue the initial invoice. Unless otherwise agreed, production will begin once the required initial payment and necessary materials have been received.