



TERMS AND CONDITIONS

Digitise Lab Terms and Conditions

These terms apply to all services provided by Digitise Lab. By working with us, you agree to the following.

Scope of services

Digitise Lab provides training material digitisation services. We convert existing client-provided content into structured digital learning materials, including SCORM-ready files where required. We do not create original training content unless agreed separately.

Client responsibilities

You agree to:

- Provide complete and final training material
- Ensure all content is accurate and approved
- Confirm that you have the right to use and share the material

We are not responsible for errors, omissions, or outdated content provided by the client.

Revisions

We include a reasonable number of revisions as agreed per project. Additional revisions or major changes outside the original scope may be billed separately.

Timelines

Project timelines are estimates and depend on:

- The volume and quality of material provided
- Client feedback and response times

Delays in feedback or incomplete material may affect delivery timelines.

Payment terms

- Work may require an upfront deposit
 - Final files are delivered once payment is complete
 - Late payments may delay project completion
- Specific payment terms will be outlined in your quote or proposal.

Intellectual property

All training materials provided by the client remain the client's property. All digitised outputs created from your material are yours once full payment has been made. Digitise Lab does not claim ownership of your content.

Confidentiality

We treat all client material as confidential. We do not share, distribute, or reuse your content without permission. We may showcase completed work for marketing purposes unless agreed otherwise in writing. If required, we are open to signing a non-disclosure agreement.

Limitation of liability

Digitise Lab is not liable for:

- Any loss resulting from the use of digitised content
- Issues arising from incorrect or incomplete source material
- Compatibility issues with third-party LMS platforms beyond standard SCORM compliance

Use of services is at your own risk.

Termination

Either party may terminate a project in writing. Work completed up to the termination point will be billed accordingly.

Governing law

These terms are governed by the laws of South Africa.