

The Crystal Mark can only be used under the following conditions.

- 1** You can only use the Crystal Mark on the document we approved. You must not suggest that we have endorsed anything other than the clarity of your document.
- 2** You must not suggest that the Crystal Mark is an award. The Crystal Mark is our seal of approval and one of our professional services.
- 3** We own the copyright to all Crystal Mark artwork and any reproductions of it.
- 4** We may withdraw permission for you to use the Crystal Mark at any time. For example, this would happen if we discovered that you had misled your readers by omitting vital information from the document.
- 5** **The minimum size for printing the Crystal Mark is 20mm x 13mm.** You must get our permission if you want to print the Mark smaller than the minimum size. You can decide where on the document you use the Crystal Mark, but to make the most of it, it is best to put the Mark on the front page.
- 6** You must not allow the Crystal Mark logo to be altered in any way, apart from changing its size. Doing this would break our copyright and we could take legal action against you.
- 7** If you want to alter the Crystal Marked document in any way, you must ask our permission to continue using the Crystal Mark. We will check and approve **minor** changes free of charge.

Plain English Campaign

Crystal Mark conditions (continued)

- 8** If you want to make **major** changes to the document, you may have to apply for a new Crystal Mark. We may charge you for this. We may also charge you for the work involved in checking and revising the document.
- 9** You must send us a copy of the document every two years. We will check to see if you have changed the document without our permission. We will also consider whether recent developments in plain English mean that we have to alter the document before you can continue using the Crystal Mark. We may charge you for the work involved in checking and revising the document.
- 10** We will hold you responsible if anybody connected with your document does anything that could break the Crystal Mark conditions, or our copyright.
- 11** You must 'indemnify' us against any legal action connected with the document. (In other words, we have no legal liability in connection with the document.)

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