

Terms and Conditions

THINGS TO REMEMBER

1. Within six weeks of starting the design process, acceptance of artwork and approval to go to print must be given. Failure in this regard will result in an invoice for time spent to date. Re-starting or continuing the design/print process of the same job after that six weeks has expired is considered a new job and will be charged accordingly. 2. Cancellation of jobs at any time after approval is given to begin designing, or after a quote is accepted, will result in an invoice for time spent to date. 3. Design modifications beyond the two groups of modifications mentioned under 'General Design Process' will incur a \$22.00 fee per change or group of changes. Major concept changes will incur a variable fee depending on complexity. 4. Accounts are strictly 10 days with a 10% surcharge on over-due accounts. 5. Approval to begin designing must be given either by email or on paper.

GENERAL DESIGN PROCESS

1. Up to 30 minutes is allowed for an initial design consultation. Plan ahead for this consultation by preparing colour samples, sketches, and text. 2. A proof will be provided to you, usually by email based upon the initial consultation. 3. After examination, you can specify one or more modifications based upon the initial consultation (not major concept changes). A further proof will be provided with the option to further fine-tune the design. A final proof will then be provided.

Approval to Design

I, _____, have read, understand, and agree to the above Terms and Conditions. I have authority and do give approval to Beatties World of Printing to begin designing the product(s) described below.

Product Type (e.g. brochures)

Product 1: _____ Product 2: _____ Product 3: _____

Description (e.g. accountant)

Product 1: _____ Product 2: _____ Product 3: _____

Quantity

Product 1: _____ Product 2: _____ Product 3: _____

Quoted Price

Product 1: _____ Product 2: _____ Product 3: _____

Further Details?

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Date: _____ Signature: _____