

Terms and conditions for design thoughts.

Initial meeting

Initial meeting in person, email or telephone conversation will be held to discuss plans, concepts and requirements for the project. This will require you to provide any additional content you need or may supply, target audience, photography and text.

Pricing

Pricing will be on a per-job basis, depend on project to project and will require the client to give as much detail on the project as possible to allow a quote to be given and time scale of the project. This will be agreed on both the client and design thoughts, alternatively once the project details are outlined design thoughts will get back to the client to discuss a quote and time scale for the project. A PDF or conformational email of the price and outlay of the project will then be given to the client, either through email or in person if stated, along with a copy of the terms and conditions for the client to read and agree to.

Initial concepts to the final design.

From the meeting, if required two to three initial concepts will be produced to work up towards the final design. From the agreement of the client and changes made, up to three designs will be produced to finalisation. Once the final concept is produced, checked and agreed upon with the client and design thoughts, the final design will be sent to the client. Any further changes made after the finalised design will be charged at £30 per hour.

Payment and late payment

An initial 25% deposit will be requested from the client from designthoughts before starting design work from the agreed amount for the project.

Once design work is completed and signed off by the client, an invoice will be sent to the client for the remaining 75% of the agreed amount. Payment must be received within 30 working days of the date on the invoice, any queries must be raised within 7 days. Any late payments after 30 working days will be charged to the client at an extra 2% charge of the outstanding amount.

Payments may be made by Bacs, cash, or cheque.

Publication and/or release of work designed by designthoughts on behalf of the client, may not take place before funds have cleared.

Payment in full is required prior to artwork being sent to print.

Copyright and Intellectual property

Copyright will remain in the possession of design thoughts until the work is paid for in full. Only then will the copyright of the work be passed to the client. However design thoughts may use the design of the work as means of promotion for design thoughts only, unless otherwise stated by the client, permission by the client will always be given prior to using their design. Until full payment of the work has been paid, a watermark will remain on all work sent to the client, for intellectual property reasons.

Cancellation Rights

The client has a right to cancel their order. In the event of cancellation the client will be invoiced for the cost of the work carried out so far. If no work was completed, the client will not be charged.

Printing

Once the final design is produced, artwork will be produced and given to the client in PDF, JPEG and PSD formats, any other format wished to be produced must be stated, so design thoughts can provide this is the client. Design thoughts is not responsible for providing printing for the client, but can provide a list of printers, however design thoughts is not responsible for any mistakes or issues at the printers, or for prices if more expensive than elsewhere. If required, the chosen printer of the client can be contacted by design thoughts for information on file formats to enable design thoughts to produce the document correctly for the client. Design thoughts can also provide some information on paper sizes, weights and finishing ideas for the project, and will check with the printer if necessary.

If the client requires design thoughts to handle the printing of a job on their behalf, full payment for the printing will be required before the final design is sent to print.

Please make cheques payable to Miss E May, for full list of design thoughts services please visit www.designthoughts.co.uk.

Alternative payment can be made through direct debit, please contact design thoughts for more information.