

383 Design Studio Policy Sheet

*Thank you for choosing **Mikelle Drew/383 Design Studio** for your design and educational needs. We work to give you the best in creative development and instruction in an efficient and organized manner. Please take a moment to read our policy statement so that you can familiarize yourself with what you can expect from our design team and what we expect from our clients.*

Project Details:

All design project details (including timelines for project and payment, project expectations, etc.) will be outlined in a written proposal. Proposal confirmation must be made in writing before work begins on your project. Confirmation can be done via email, mail or fax.

Billing and Fees:

Projects are billed hourly, per project, or per item(s). (Per item rate sheets are available upon request.)

All project fees are discussed and negotiated during initial meetings.

All ongoing projects will be billed monthly. (Clients will receive an invoice for all work not completed within 30 days.)

Unless discussed during initial meetings, project and listed fees do not include expenses or special requests. All expenses (such as boards, special mounting supplies, special tapes, or extra items purchased specifically for your project) accrued during the completion of your project are the responsibility of the client and are added to the final bill.

All CAD projects will receive **1 set** of original printouts with the final project. All additional printouts are billed as follows:

B&W printouts=\$.35/sheet

Color printouts=\$.90/sheet

Color printouts (on Matte Heavyweight paper) = \$ 1.50/sheet

1 CD is included with your final project free of charge. *Emailed projects do NOT receive a CD.* Additional CD's may be provided at \$3.00/CD.

Payment Terms:

A deposit of 50% is required before any DESIGN work is done. Check must be in hand before any work is started.

With the deposit, the client is entitled to rough and/or b&w sketches and initial design concepts.

Final half of payment is due upon delivery of the final project. Payment must be made upon

receipt of product. No project will be left with a client unless payment has been received.

Please note all sketches/designs are the property of 383 Design Studio until FULL payment is received.

In house CAD work is billed at an hourly rate. Payment is due 5 business days from receipt of weekly invoice.

Net terms may be negotiated for certain projects. For invoices with net terms, payment is due no later than 10 days from receipt of final invoice.

For ALL invoices, a late fee of \$25 will be added for every 30 days payment is late.

Any bank fees resulting from bounced/returned checks are passed onto the client.

Changes & Revisions:

Clients may make any and as many changes as necessary to a project **three (3)** times. Any changes made after that are billed by the hour, and the charges are added to the initial proposed amount provided in the agreement.

Timelines:

We work to make your project the best it can be. Most projects need a minimum of 1-2 weeks to submit concepts or be completed. Many design or large projects take longer. Timelines can be discussed in initial meetings and definite dates will be outlined in the contract. Please note that if the client makes drastic changes during the design process, dates may need to shift.

Rush Jobs/Overtime:

Rush jobs are taken on a case-by-case basis and billed as time + half. (For example, if the normal rate is \$40/hour, rush job rate is \$60/hour.) All Rush jobs are billed hourly. (There are no project rates for Rush jobs.) Payment must be made upon receipt of project.

Overtime (for any in-house/hourly work) is billed as time + half. (For example, if the normal rate is \$40/hour, overtime rate is \$60/hour.) Any time over 40 hours per week is considered overtime.

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