



## TERMS & CONDITIONS

The following Terms and Conditions of Service apply to all products and services provided by SLC freelance graphic design services. All work is carried out by SLC freelance graphic design services on the understanding that the client has agreed to SLC freelance graphic design services terms and conditions. If a choice of designs is presented, only one solution is deemed to be given by SLC freelance graphic design services as fulfilling the contract. All other designs remain the property of SLC freelance graphic design services, unless agreed in writing that this arrangement has been changed.

## PROJECT ACCEPTANCE

At the time of proposal, SLC freelance graphic design services will provide the client with a written estimate. A PDF copy of the estimate is to be approved by the client to indicate acceptance and should be confirmed by email to SLC freelance graphic design services. Alternatively, the client may send an official order in reply to the estimate which binds the client to accept SLC freelance graphic design services terms and conditions. No work on a project will commence until written approval or P.O. has been received by SLC freelance graphic design services.

“The Client” agrees to pay a 50% deposit on quoted amount above \$500.00 to commence any design project, with the balance payable on final approval. In the case of a change of mind by “The Client” this deposit is non-refundable. SLC endeavours to provide graphic and web design services that meet and exceed a client’s needs and expectations, but in the event of a “change of mind” (after a project has commenced) by “The Client”, the initial deposit is forfeited, plus a prorated payment based upon the time spent will be billed.

All invoices must be settled in full prior to the release of the files to the client or printer and or webhost. Payments may be made by cash, E-Transfer or Paypal, and/or agreed transfer. Release of artwork done by SLC freelance graphic design services may not take place before final payment has been received. All invoices must be settled in full prior to the release of the files to the client or printer and or web host.

## DESIGN PROJECT COMPLETION

SLC freelance graphic design services considers the design project complete upon receipt of the client's Review and Approval. Other services such as printing, display panel production, website hosting, either contracted on the clients behalf constitute a separate project and can be treated as a separate charge.

## WEBSITE DESIGN

Web design sample will be hosted by SLC freelance graphic design services server free of charge. SLC will provide client with a web link to the sample site providing the client with the opportunity to review the resulting work. SLC freelance graphic design services will make minor changes at no extra cost within 60 days of the start of the review period. Minor changes include small textual changes and small adjustments to placement of items on the page, links and or buttons. It does not include major changes to the site provided by SLC freelance graphic design services. Any minor changes can be notified to SLC freelance graphic design services by e-mail.

## HOSTING WEBSITES

SLC freelance graphic design services does not offer hosting services. It is with this consideration in mind that we recommend that any site design and built by SLC be hosted with SLC hosting partner. Hosting standards we will guarantee smooth and continuous site availability with virtually no down time outside of scheduled server maintenance. Should a client insist on using an outside source for hosting SLC freelance graphic design services is released from all guarantees of website functionality, reliability and operational integrity.

## DOMAIN REGISTRATION

SLC freelance graphic design services can not guarantee the availability of any domain name. SLC freelance graphic design services does not register domain name on behalf of a client unless agreed upon.

## SEARCH ENGINE SUBMISSION

Due to the infinite number of considerations that search engines use when determining a site's ranking, SLC freelance graphic design services does not set up search engine submission. Client is solely responsible for Search engine set up, keywords search and or other exterior search engine submission and provide SLC with search engine submission HTML snippet and keyword list provided to client by search engine submission services.

## PRINTING

It is agreed that SLC freelance graphic design services is not responsible or held liable for any errors contained in the final product after the final product has been approved by the client, (approval may be given either verbally or in writing). SLC will not be held responsible for any changes or amendment made after approval. It is the sole responsibility of the client to notify SLC of any such errors during the revision cycle and before the final files have been generated.

## GENERAL

SLC freelance graphic design services reserves the right to change any rates and any of the Terms and Conditions at any time and without prior notice.

## ACCEPTANCE OF QUOTATION AND TERMS AND CONDITIONS

The placement of an order for design and/or any other services offered by SLC freelance graphic design services and validated by the client's verbal approval and or signature by email constitutes acceptance of the estimate or quotation and agreement to comply fully with all the Terms and Conditions and forms a Contract for business between the signatory and SLC freelance graphic design services.