

# BUSINESS TERMS

"Auguste" - is a freelance graphic designer offering a graphic design services both for print and screen purposes. "The Client" - company or individual who wants to hire "Auguste" to provide artwork, development and creation services for him.

## Service Rates

Charges for services provided by 'Auguste' will be defined in the project proposal that 'The Client' receives. For a sketchy understanding on how much I charge - my hourly rate is £10 per hour. However, I will pay attention to your potential budget and will quote each project individually.

## Work process

- "The Client" provides "Auguste" with a filled project brief form. Available to download from [www.guste.co.uk](http://www.guste.co.uk)
- After receiving "The Client's" project brief "Auguste" prepares a project proposal, stating quote, milestones for a project and project turnaround time.
- "The Client" and "Auguste" signs an agreement (Business Terms and Project proposal). A part payment of 50% (calculated from the project proposal total amount) is required at this stage, so to be able to start working.
- After "Auguste" receives a part payment of 50%, "Auguste" will provide you with 2-3 design concepts, from which you will choose one for further refinement. After this 1-2 more revisions can encounter (for errors and grammar mistakes). Then if required a colour printed mock-up will be supplied as a confirmation prior to print.
- I will then require payment in full of the balance prior to printing.

## Client Approval

"The Client" will approve and proofread all final designs and type before the production of mechanicals. "The Client's" approval of all tangible materials and artwork will be assumed after the work has been submitted to "The Client" for review, unless the client indicates otherwise in writing.

## Standard Media Delivery

Unless otherwise specified in the project brief, this agreement assumes that any text will be provided by 'The Client' in electronic format and that all photographs and other graphics will be provided physically and be suitable for high quality print electronically in 300 dpi .gif, .jpeg, .png or .tiff format.

## Schedules/Overtime

Project schedule and delivery deadlines should be stated and agreed by "Auguste" and "the Client" in project proposal. "Auguste" reserves the right to adjust the schedule and/or charge additionally in the event when "The Client" fails to meet the agreed-upon deadlines for delivery of information, materials, approvals, payments, and for changes and additions to the services outlined in the proposal.

**Payment Schedule**

Invoices will be sent by email to the primary "The Client" contact upon completion of the art work. "The Client" have thirty days (30) following the issuance date on the invoice to pay the full amount after which "The Client" will pay late interest on the total amount due not exceeding the maximum amount allowed by law. Payment can be done by bank transfer or cheque.

**Cancellation**

In the event of cancellation of this assignment, a cancellation fee will be paid by "The Client" and will include full payment for all work completed, expenses incurred, and hours expended. The cancellation fee will be based on the prices outlined in the project proposal. Any initial payments that have been received will be credited against any amounts due.

**Samples**

"The Client" will provide the Designer with samples of each printed or manufactured design. These samples will represent the highest quality of work produced.

**Ownership of Produced Materials**

All tangible materials in all circumstances remain the property of "Auguste". All rights and ownership apply to preliminary concepts, works in progress, and finished material, whether the project is completed or canceled. Digital back up of materials are retained by "Auguste", but cannot be guaranteed to be always available in the case of mechanical failure, natural disaster or theft.

"The Client" gives "Auguste" the right to use the image of their completed or incomplete project, including any and all intermediary unpublished drafts, as part of a portfolio for display on web sites, company collateral and other media outlets for the purposes of promoting its services.

**Compliance with this General Contract**

By ordering graphic design services from "Auguste", you are acknowledging these service terms and conditions presented herein and agree to comply therewith.

**For and on behalf of "Auguste"**

Name : Auguste Turcinaviciute

Dated :

Signed :

**For and on behalf of "The Client"**

Name :

Position :

Dated :

Signed :