

TERMS OF BUSINESS

As from Q1 2022



At the start of the project a meeting will take place to discuss your requirements. With the information supplied I can make a judgement on commitment and overall cost.

Once the meeting has finished then a follow up email will be sent with the attached creative brief and overall cost for the project. This would cover the points as mentioned in our meeting. You will have the opportunity to add additional points to the brief before work commences. If you approve then I would need it to be signed for confirmation.

Anything that is a retrospective requirement not outlined in the creative brief may result in additional costs depending on which stage I am in the project.

When developing logo designs I do it in 3 stages. First stage producing 3 concepts, Second stage 2 round of amendments and Third stage the final delivery of the completed project. (After Furthermore)

Cost of the project will increase if further amends go beyond the 2 rounds. This will also be the same for critiques to the final design but this would be depending on what is required.

Additional stages will be included if other packages are also required, which the cost of the project would be reflected in the overall price (that was outlined from the start). Depending on packages the amount of stages will also vary.

I ask for a 50% deposit of the total costing prior to starting the project.

Once payment of the deposit has been received the work can commence. When the project has been completed then the remaining amount will need to be paid before you are able to receive the finished project.

If a project gets cancelled or communications break-down between the two parties then no refund would be issued and all assets that have been produced in relation to the project will not be released to the client unless it is fully paid for.

My costs are project based and not on an hourly rate. Due to full time commitments hourly rates would not be viable, nor would it reflect the value and quality I would be able to provide in the projects I would get involved in. This would also be reflective of education, skill sets, running costs and other factors.

The factors that will influence the costing of any project which will include;
Expected turnaround time (deadline), level of demand and additional service or support.

The overall cost for the project is not negotiable.

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