



## **Terms & Conditions**

**(Must be read and signed before starting the design Process)**

### **Turnaround time:**

For standard Graphics  
5-10 business days (Monday-Friday)

### **Turnaround time:**

For Web & Custom Branding Packages:

For web development and special customized branding packages please allow a minimum of 3 weeks for design layout. A meeting or Conference call will be **mandatory** for completion of this process.

### **Rush Order:**

\*\* For all rush Orders an additional **\$40** fee is required\*\*

### **Payment Policy:**

Payment is **required before start** of all projects.

Please note that we only accept cash, Visa, MasterCard, Discover and American Express  
Check are not accepted.

Projects over \$200 can be split into 2 payments. Payment 1 - 50% **non refundable deposit** and Payment 2, remaining balance will be due once preview and proofs have been sent. An invoice will be provided via Paypal (or other invoicing system) once all informations is received pertaining to the project. **All Deposits are non refundable.**

Client has 24-48 hours to take care of invoice or other method of obtaining payments will be taken (unless agreed upon with designer).

### **Cancellation Policy:**

Once a job is placed and we have started the design process, it cannot not be canceled, we cannot issue a refund at this time because the project has started, however if the design is no longer needed and artwork has been sent to the client a partial refund will be issued on the time time on the project on a \$40/hr basis.

We do not handle any business over social media, only through email or via phone. You can contact us for additional questions or concerns at 214-702-8730. Office hours are M-F from 10am - 6pm CST.

**Looking forward to bringing your vision alive.**

