

Graceful Leo

DESIGNS

GRAPHIC DESIGN POLICIES

DEPOSITS

Deposits must be paid within 24 hours to maintain agreed upon project date. If not paid within 24 hours, you will forfeit your designated time and be moved to next available slot.

TIMEFRAME

Though Graceful Leo Designs cannot guarantee a completed time frame on projects, we do strive to get your designed items back to you as soon as possible. Projects typically take around a week from start to finish.

PAYMENT METHODS

You may pay with debit or credit card through the invoice that is sent to your email. You can also redirect and pay through PayPal.

CANCELLATIONS AND REFUNDS

You may cancel at any time. Please keep in mind that any payment made will not be refunded.

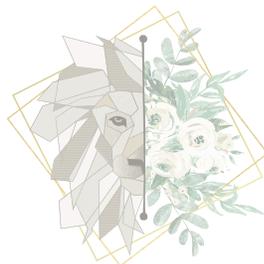
PORTFOLIO AND WEBSITE CREDIT

I reserve the right to add completed projects to my portfolio. If there is a privacy issue involved, please let me know.

COPYRIGHT FOR ARTWORK

Graphic design work created through Graceful Leo Designs are custom-created and exclusive to each business, so the designs are yours after final payment has been made. Any concepts that are not chosen and paid for will be a violation of Graceful Leo Designs' rights if they are used elsewhere.

CONTINUED ON PAGE 2



  @GracefulLeoDesigns
gracefulleodesigns.com

GRAPHIC DESIGN POLICIES CONT.

LOGO VISION

Please have some design samples that you like to give Graceful Leo Designs a direction to go. If you have no specific direction, a \$15 fee will be added if a design from the first set of design samples that Graceful Leo Designs sends are not a direction you want to go. The more information you can provide to start, the better off we will be.

REVISIONS

You are allowed up to 5 revisions. Any more than 5, there will be a \$5 revision fee added on per revision.

ABANDONED PROJECTS

A project will be considered abandoned if I have not heard from you in 30 days. You will not have any rights to use any of the work that was presented to you, unless the project has been paid in full. If I have not heard from you and you contact me after the 30 day abandonment, a start up fee may apply.

PRINTING WITH US

Graceful Leo Designs offers printing to you for anything that you may need. Note that some print materials may not show the exact same color that is showing up on your screen. This is due to the fact that each computer screen tint can be different.

CONTRACT WITH GRACEFUL LEO DESIGNS

By signing below and entering into a project with Graceful Leo Designs, you are consenting to be bound by the terms of these policies and procedures.

PRINTED NAME: _____

SIGNATURE: _____

BUSINESS NAME (IF APPLICABLE): _____

