

## *Policies and Procedures*

### *Payment Methods*

All payments are made through Paypal. You do not need a Paypal account to make payments.

### *Deposits and Payment*

50% deposit, 50% upon completion. A 50% non-refundable deposit is due before work can commence. The balance of the 50% is to be paid at the end of the project, once the project is approved and before the final package is delivered. A deposit invoice is emailed to you at the start of the project.

### *Cancellations*

You can make cancellations at any time. Please keep in mind that the deposit is non-refundable.

### *My Portfolio and Website Credit*

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

### *Copyright for Artwork*

Graphic designs created at my studio are custom-created and exclusive to each business, so the designs are yours after final payment has been made. Note that I reserve the right to use stock images where necessary (logo designs are 100% custom and do not contain stock images). Any concepts that are not chosen and paid for will be a violation of my rights if they are used elsewhere.

### *Revisions*

The project itself will usually go through a "drafting" phase while we work together to flesh out your ideas. Once we reach a comfortable mock up design, then revision's may occur. An example of a small revision would be a color change. An example of a significant revision would be moving items around, as this alters the designs composition and symmetry.

-Small revisions can be made after I provide the initial mockup. If many revisions are required, an additional fee may apply. You will be notified if this applies.

### *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.

*Contract with Nick Rigas Graphic Design*

By starting a project with me, you are consenting to be bound by the terms of these policies and procedures.