

Graphic Design

Terms & Conditions 2020



Graphic Design Pricing | How it works

Please note: The below definitions acts as a defining platform & foundation, from which estimates & invoices will be calculated.



Product Base Prices

Each graphic design project type will contain a Base price, calculated on the Perfect Project Theory.

It will also be assumed that the project will fall within the scope of the Base Specifications, and the Design Hour Cap.



Product Base Specifications

Each graphic design project will fall within a scope of Base Specifications, which will include items such as item size, colour profile, single/double sided layouts, etc.

The Base specifications of a design piece is to be discussed, clarified & agreed upon by both the designer and the client before design processes may begin.



Product Content Source

The product content source will be defined, clarified and agreed upon by both the designer and the client before design processes may begin and will also form part of the Base Specifications.

The product content source defines the source from which the following information & files will be retrieved:

- Copy to be used in the design
- Media to be used in the design
- CI regulations to be used in the design
- Special specifications towards design



Production Hour(ly) & Revision Caps

Each graphic design project will have a clearly defined production cap (hourly), and a revision cap which will be discussed, clarified & agreed upon by both the designer and the client before design processes may begin.

Production hours are defined as 60 (sixty) minutes spent logged in design-based software, developing an open project that has been signed off by the relevant client.

Revisions are defined by a draft document being sent back with amendment requests,



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Graphic Design Pricing Regulations

2020 | SFG



The price of a project will be amended according to any out-of-scope changes made as per the Graphic Design Terms & Conditions document.

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Agreement between Some Fat Geek and business or individual identified on this agreement. The client/individual listed below is subject to the following terms and conditions. The acceptance of Quotation by Client signature implies that the below terms and conditions have been read and understood and accepted by the Client.



Definitions

1. Definitions of document

The following terms and conditions document is a legal agreement between Some Fat Geek, hereafter "Some Fat Geek" or "SFG" and "Client" for the purposes of graphic design or development. These Terms and Conditions set forth the provisions under which the Client may use the services supplied.

Some Fat Geek is an Internet web site design provider offering the Client graphical design, HTML, CSS, JavaScript and other related computer programming languages for web site development. Some Fat Geek is an independent contractor for the specific purpose of developing and/or improving a web site to be installed on the Clients web space located on an Internet Service Providers (ISP) server or developing graphic content for the client to utilize.

The following definitions will be used throughout this document:

Base Price

A graphical project will have a base price, calculated on the scenario where all agreed upon deliverables have been delivered, within the scope of all agreements made by SFG and the client.

Content Source

The individual or entity responsible for delivering required media, copy, CI regulations and specifications to SFG for the design of a specified graphical project.

Production Hours

The total amount of hours allocated towards a graphical project by SFG.

Revisions

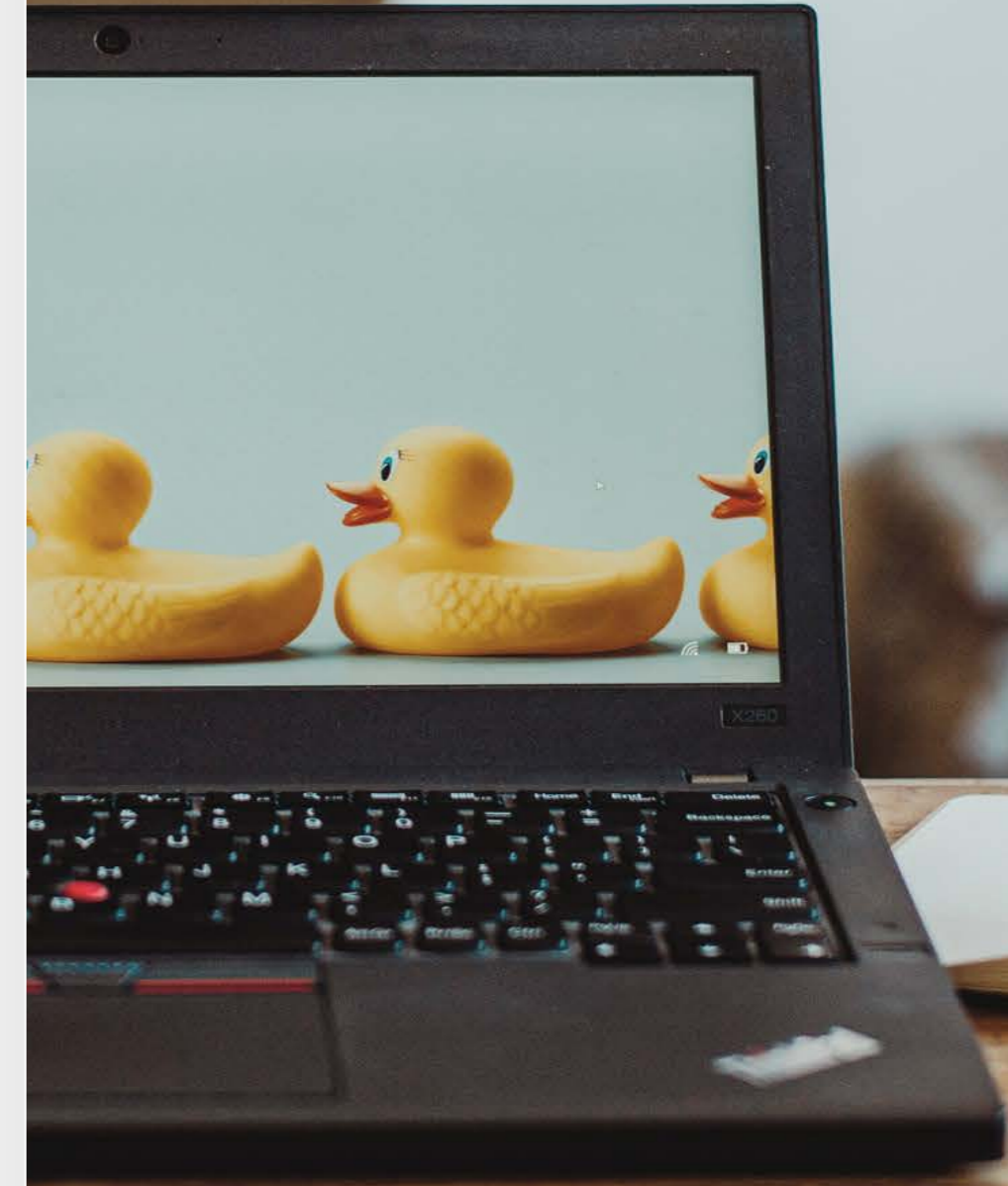
The total number of revision/amendment requests that the client may request upon the Alpha files delivered by SFG.

Out-of-bundle rate

In the case where the content source agreement is violated, the total number of production hours have been depleted, the total number of revisions have been depleted, or any form of breach-of-agreement takes place which alters the project projection, an hourly rate referred to as the "out-of-bundle" rate will become active instantly. This hourly rate will be calculated towards (but not limited to) the total number of hours required to finalize the project.

Perfect Project Theory

The perfect Project Theory is a method of calculating a fair & ethical pricing structure for services & goods delivered by SFG. It is based on the principle that if Person A orders a product from Person B, and both parties fulfil deliver the requirements within all laid-out paramaters, then the price allocated towards payment should remain as low as it possibly can, and that it should increase according to each breach of agreement.



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Documentation & Procedures

2. Documentation to be supplied | Procedures to be followed

The client understands and agrees that a certain set of procedures will be followed upon the acceptance of a graphic design project. These procedures will be laid out in the following order: Inquiry > Brief > Deliverance of quote (accompanied by Work Order Sheet, and a Graphic Design Agreement Form) > Acceptance of quote > Deliverance of Alpha(draft) files > Finalization process > Deliverance of final files > Sign-off of project.

It is the responsibility of SFG to initiate and coordinate a briefing/discussion of the proposed project through digital means, or on a face-to-face method. It is also the responsibility of SFG to inform the client of all Terms & Conditions regarding graphical content creation through SFG, as well as the cost structure that SFG uses to calculate the cost of projects.

The client agrees to a full understanding of the above mentioned processes, which will result in the deliverance of a formal quote, accompanied by a Work Order sheet and a Graphic Design Agreement Form, both of which will contain the following:

Work Order Sheet:

- Detailed description of work ordered
- Quantities of work where relevant
- Specified parameters of work where relevant
- Detailed description of content required
- Product Base Specifications
- Production & Revision Caps allocated towards project
- Signature & Date

Graphic Design Agreement Form:

- Detailed description of work ordered
- Quantities of work where relevant
- Agreed upon timeline of deliverables
- Payment details
- Copyright ownership
- Termination Clause
- Signature & Date

Upon acceptance of the formal quote, both documents supplied (Work Order Sheet and Graphic Design Agreement Form) must be signed and sent to SFG. To summarize, the client agrees that the following must take place before a graphic design order can be initiated by SFG:

- Work Order Sheet must be signed and returned to SFG
- Graphic Design Agreement Form must be signed and returned to SFG
- 50% (deposit) payment must be made to SFG (Please see Payment section for more information regarding payment details), unless otherwise stated in the Graphic Design Agreement Form.

Following the terms and conditions as laid out by this document, as well as the Graphic Design Agreement Form, the formal design process will be initiated at this point by SFG. Alpha (draft) files will be delivered to the client within the agreed upon timeframe. The client will be able to request amendments to the design file, or sign-off on final acceptance at this point.

Once final files have been delivered to the client by SFG, the project will be signed-off, archived and regarded as complete by the SFG. All remaining production hours, as well as revision caps that was not reached during the design process will be revoked and regarded as invalid at this point.



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