



DESIGNER - DEVELOPER - ANIMATOR

NADesigns
Branding. Print Design, Digital Design,
Website Design, Web Developing.

TERMS & CONDITIONS

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1. QUOTATIONS & PAYMENTS

Each quote will be worked out according to the clients' specific design needs. Quotes will be supplied in a PDF document. If you accept the quote, you are required to sign the document and send it back to NADesigns. On acceptance of the quotation we also require a 50%, non-refundable deposit. This is valid for all quotations. Any quote under the amount of R600 has to be settled before the artwork will commence, unless otherwise specified. All quotes are valid for 3 days only. Deposits are non-refundable. Should the Client cancel any contract in whole or in part, NADesigns shall be entitled to the deposit as a cancellation fee. No project will commence before the deposit has been received, unless otherwise specified. A quotation is based on the Client's specifications and is subject to final sight of all required material delivered and may be adjusted accordingly.

2. DEADLINES

Please specify when your project deadline will be. This is very important as all designs will commence in accordance to their deadlines. This means your design might be set aside due to another project with an earlier deadline. This will be communicated to you at all times to keep you up to speed of the progress of your project. If your deadline is ahead of any other deadlines your project will be attended to first.

3. LOGO ARTWORK

If you in need of a logo designed, we will supply you with a logo questionnaire. This is for the sole purpose to cut down time for the design process. It also gives us a clear indication of which direction to go in with regards to colours, text, symbols and other design elements required for your design.

Logo artwork will be supplied in the following file formats: PDF, CMYK JPEG, RGB JPEG, and RGB PNG

All other artwork will be supplied in a print ready PDF, unless otherwise specified. You will also receive a basic brand guide of your new logo design.

4. CONTENT, IMAGES & TEXT

All text content needs to be supplied in a WORD DOCUMENT with no edited tracking. It needs to be in a format that can be copied and pasted in the artwork without having to retype it. Standard hourly rates will be added to the invoice should you not supply the text content in this manner. Any imagery that needs to be placed in any artwork needs to be provided at a HIGH RESOLUTION, 300dpi or higher. This counts for any imagery that needs to be placed in a brochure, flyer, posters, business card, publications, etc. If stock images need to be sourced for your project, there will be an additional fee of R200 for each image. You will then be supplied with the image and receive the standard license to be used on printing of less than 50000 units. Should you require an extended license an additional R700 is required per image. Please note that this point is not applicable when designing logo.

5. PROJECT APPROVAL

When approving your artwork, please ensure that ALL the details and colours are correct before proceeding to print. UNFORTUNATELY, NADesigns WILL NOT ENTERTAIN ANY CLAIMS should there be any mistakes to the details on the Clients artwork after it has been approved. Although we do our best to ensure that all the details are correct, it is up to the Client to guarantee that the text content and personal details are approved for printing. A Project Approval Sheet will be provided to the Client with the final proofs. No finalised project files will be supplied to the Client without the signed copy of the Project Approval Sheet.

THE ARTWORK WILL REMAIN THE PROPERTY OF NADESIGNS UNTIL THE FULL BALANCE HAS BEEN SETTLED. NO FINALISED ARTWORK WILL BE SENT UNTIL THE BALANCE HAS BEEN SETTLED IN FULL AND THE SIGNED APPROVAL SHEET HAS BEEN RECEIVED.

6. PRINT QUOTES

If you require any printing work to be done, NADesigns will be able to source the best price and provide these quotes to you separately from the design quote. Payment for accepted printing quotes should be paid in full before printing will commence. No artwork will be sent to print without proof of payment and a Project Approval Sheet. A small admin fee will be added for finding affordable quotes and will be added to the printing invoice only if the print quote is accepted. Print quotes are subject to change according to the suppliers' policies. Delivery fees will be added should you wish to make use of this added service.

7. ALTERATIONS & CHANGES

All designs are different in nature but as a rule ONLY 2 ALTERATIONS ROUNDS will be allowed to ANY artwork, after these alterations rounds have been used, extra hours will be added to the bill. (Publication designs are excluded from this rule). These alterations may be design or text related, as long as it does not mean that the whole concept of the design is changing into a new design. Briefing of design and discussions about concepts will be done in advance to ensure the changes are kept to the minimal.

8. POSTAGE OF ARTWORK FILES

Artwork files are usually supplied by sending a zipped file via email. If the file is too big a transfer site will be used whereby you will be supplied with a link to download your artwork files. Some clients prefer to have their artwork supplied on a disk. We are willing to add the artwork on a disk for you at an extra charge of R100.

9. CONSULTATIONS & TRAVELING COSTS

As a new client your first consultation will be free of charge. Thereafter, should you require further face to face meetings, an

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hourly rate will be applied for all meetings extending over the period of 60 minutes (not including travelling costs). Fuel/travelling cost will also be added to clients outside a radius of 15km from our offices. These rates will be calculated at R5.20 p/km. Travel rates have been approved by the AA Vehicle Rates Calculator Certificate.

10. LATE PAYMENTS & DORMANT OR INCOMPLETE PROJECTS

Any invoice not settled within 15 days of receipt will have an additional 15% of the entire invoice added. This additional 15% will accrue daily starting from the 15th day of overdue payment. In the event that the artwork has been received and no payment is made, legal action can be taken as the intellectual property still belongs to NADesigns till the full amount has been received. Incomplete projects that have been put on hold by the Client will be treated in the same way as the unpaid invoices and receive a 15% increase to the final invoice. Projects that are dormant for more than 5 days with no communication from the Client will be placed on hold. A reactivation fee of R500 to be paid upfront will ensure that your project is reactivated. You will unfortunately be placed at the back of the cue.

11. LEGAL NOTES

All unused concepts will remain the property of NADesigns. Legal action can be taken in the event that the unpaid artwork is used without the permission of NADesigns. It is in your best interest to ensure that ALL content supplied to NADesigns is free of COPY RIGHT INFRINGEMENTS. NADesigns will NOT be held responsible for any legal action.

12. CLIENT CONFIRMATION

If you have any queries regarding the outlines set as above, please feel free to contact Nelmarie Albertse on 076 527 5517 or email info@nadesigns.org.za OR assistant@nadesigns.org.za OR contact Nelmarie directly by using nelmarie@nadesigns.org.za. We look forward to starting a new business relationship with you. Please be so kind as to sign and date the document and email back to info@outlook.com as soon as possible. Should you not sign and send the document back, you will still be held to these terms and conditions.

14. CLIENT CONFIRMATION

Client Name: _____

Company Name: _____

Project Name: _____

Date: _____

Signature: _____