

Terms and Conditions

The following terms and conditions have been tailored through years of self-employment to protect both the client and Deborah Taylor during their working relationship.

The client will provide current and accurate information in a timely manner. Material should be in electronic format and can be sent via email or copied to CD and delivered in person or via postal mail. If material cannot be delivered in electronic format (for instance, photographs are sent that must be scanned and edited for quality, text must be typed etc.) there will be an additional charge of £20/hour for those services. Once the Customer Sign Off form is signed, it authorizes Deborah Taylor to finalize the project and prepare it for print or go live on the web. Deborah Taylor shall not be responsible for any errors in the design once the project has been finalized. Any changes requested after the Project Sign Off Sheet has been signed may be subject to additional charges of £20/hour, minimum 1hr charge.

Rights and ownership

Rights: All services provided by Deborah Taylor shall be for the exclusive use of the client other than for Deborah Taylor's promotional use. Upon payment of all fees, the following reproduction rights for all approved final designs created by Deborah Taylor for this project shall be granted:

- Client to gain full transferable rights to brand identity.
- Client to gain full license to reproduce works through commercial printers.

Ownership: The client shall be entitled to full ownership of all final artwork created during the project upon full payment of the agreed fee.

Third party contracts: Deborah Taylor may contract with other creative professionals to provide services such as web development, photography, and illustration. Any third party terms and conditions will include full reproduction rights for the client. Where such contracting adds to the project cost, the client will first be asked for permission to proceed. No project will commence on the assumption that third parties *might* be required for project completion. Such details will be finalised prior to project commencement, unless requested by the client at a later date.

Communication

Deborah Taylor can be reached by telephone from Monday to Friday between 9am and 5pm GMT. Phone calls are summarised by Deborah Taylor in a followup email, helping both parties keep track of specific design requirements and potential changes.

Payment schedule

The client will make a downpayment prior to work commencing. The project can be scheduled once the downpayment is received by Deborah Taylor. The downpayment is non-refundable. A second stage payment is due on signing off of the Visual Design. The remaining amount is payable to Deborah Taylor upon completion of the project, and before original artwork or digital files are supplied to the client.

Delayed payment

If, after the project has commenced, subsequent invoices are not paid within 30 days, a 5 percent "delayed payment" fee will be charged. This initial 5 percent figure will be added upon each recurring 30 day period until the full amount has been received by Deborah Taylor.

Cancellation

If after project commencement client communication (face-to-face, telephone, or email) stops for a period of 180 days, the project can be cancelled, in writing by Deborah Taylor, and ownership of all copyrights shall be retained by Deborah Taylor. A cancellation fee for work completed shall be paid by the client, with the fee based on the stage of project completion. The fee will not exceed 100 percent of the total project cost.

Miscellaneous

Samples: The client shall provide Deborah Taylor with samples of print design that result from the project deliverables. Such samples shall be representative of the highest quality of work produced. Deborah Taylor may use such copies and samples for publication, exhibition, or other promotional purposes.

Deborah Taylor shall have the right to photograph all completed designs or installations and shall have the right to use such photographs for publication, exhibition, or other promotional purposes.

Confidentiality: The client shall inform Deborah Taylor in writing before the project commences if any portion of any material or information provided by the client or if any portion of the project is confidential.

Indemnity: The client agrees to indemnify and hold harmless Deborah Taylor from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, but only to the extent caused by, arising out of, the work supplied by Deborah Taylor.

Consensus

A document containing the above terms and conditions will be supplied via email along with the first invoice. Acceptance should be stated in an email reply.