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# Graphic Design Project

## Delivery timeline & terms

There are multiple ways to submit a project request. You can answer the project brief questions via [Graphic design project request form](#) linked inside the footer of the website, or use a proposed PDF template and attach your responses to your email message. Alternatively, you can contact me directly with a custom inquiry.

The final deliverables will be design files and assets, specific to type of project.

The estimated timeline for completing the project is flexible, as it varies based on each client's needs and is determined during the initial contact.

Delivery timeline –

 **First contact**

Starting with a kick-off meeting to discuss details, fill out the project brief, introduce the client to the terms, decide and confirm the initiation of the project.

 **Project proposal verification**

Reviewing and signing the project proposal. This marks the official starting point of the project.

 **Design project delivery**

Creating the design from start to finish and delivering the project files to the client.

 Revisions (read *Additional services* section for more information)

## **Additional services**

I can provide additional assistance beyond the project scope at an hourly rate (access [\*Services & pricing.pdf\*](#) for more information). This includes extra design work, design modifications, brainstorming sessions, and more.

# Terms

1. Payment structure varies with the project type. Accepted payment methods: bank transfer or PayPal. All payment negotiations must be completed before the proposal document is signed.
2. Additional assets, such as paid fonts, stock photos, third-party tools, are not included in the price. If such expenses arise, it will be discussed with the client before making any purchases.
3. If the freelancer cancels the project after it has started, the client will pay only for the produced work it intends to use.
4. If the client cancels the project after it has started, the client will pay for the time the freelancer has worked on the project. Even if the client does not intend to use the produced work.
5. If the client wants to apply an existing visual identity to the project, necessary resources such as guidelines, text copies, images and other elements must be provided at the beginning of the process.
6. The client owns all produced work. The freelancer's creation and all intellectual property rights associated with it are given to the client after the freelancer has been paid in full.
7. If the client appoints a representative handling design approvals at each stage, please note that I will coordinate the project exclusively through that contact. All individuals directly involved in the design process must read and sign the proposal document.
8. The client agrees to provide personal details required for invoice preparation.
9. The client must sign and pay each invoice, whether it is for the full amount or a deposit.
10. The payment due date will be agreed upon and specified in the invoice. If the client fails to make payment by the settled deadline, a late fee of 5% of the total amount will apply.