



1260 Productions

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defining. [design]. solutions.

2011 TERMS AND CONDITIONS

Approval Process

Final graphics will be sent to the client (or to production) after receipt of final approval in writing. Websites will go live after 1260 receives final approval in writing.

Sketches and Comps

Fee quoted includes 3 preliminary concepts/sketches and 4 revisions of the final design. Additional concepts/sketches are \$ 20.00 each.

Final Artwork

Fee quoted includes one set of final mechanical artwork. Changes to final artwork will be provided at an additional cost based on the extent and complexity of the changes, at \$ 75.00 per hour or a mutually agreed upon fee, TBD.

Rights

Upon full payment of all fees and costs, the following rights to the use of the designs and/or artwork transfer to Client: *Rights vary - as noted by 1260.*

Rush

Fees quoted are based upon work performed during the course of regular working hours (based on a 40 hour week). Overtime, rush, holiday and weekend work necessitated by Client's directive is billed in addition to the fees quoted at \$ 80 per hour or a mutually agreed upon fee, TBD.

Change Orders

Work change orders (WCO) will be issued for additional work and changes requested after approvals or commencement of work. WCO's include a description of the change/addition requested, estimated additional costs, and changes to work schedules/project completion. Client's signature is required on WCO's to proceed with changes/additions.

Billable Items

In addition to the fees and costs estimated herein, costs incurred for outside services (TBD), messengers and courier services and are billable (at cost; with a markup of 20%). Wherever applicable, state and local sales taxes will be included in Billable Items. Travel expenses are billed additionally, at cost.

Purchasing

All purchases made on client's behalf will be billed to client. In all cases, such prices will reflect a markup of 20%. Charges for sales tax, insurance, storage, and shipping and handling are additional to the price of each purchase. In the event client purchases materials, services, or any items other than those specified by the designer, the designer is not liable for the cost, quality, workmanship, condition, or appearance of such items.

Schedule of Payment

Fee Billing Options:

- Pay in full within 30 days:** \$100 down payment (for projects over \$500) due upon acceptance of estimate. Remainder paid in full within 30 days of acceptance of estimate.
- Payments in thirds:** \$100 down payment (for projects over \$500) due upon acceptance of estimate. 1st Payment due 30 days from acceptance of estimate, 2nd payment due 60 days from acceptance of estimate, 3rd payment due 90 days from acceptance of estimate.

Termination Policy

Client and Designer may terminate project based upon mutually agreeable terms to be determined in writing 30 days before termination. If mutually agreeable terms cannot be met Client agrees to pay half the total cost of the project as listed on estimate.
