

ENZYME

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Terms and Conditions v1.3

1. Overlook

- This contract's terms and conditions pertains to any freelancing services or items provided by the designer, (Joseph Cameron) in request by the client.
- By signing this contract, the client agrees to the terms and accepts the service available.

2. Project Launch

- Any requested services require a 2-week notice (at least 8-10 business days) prior to the deadline.
- Emergency tasks require a minimum of a 48-business hour turnaround with an additional quote; non-negotiable.
- All projects, assignments, commissions and visual tasks require a 30% down payment (pertaining to the *Services Guide* booklet) upon agreement of a deadline.
- There are no refunds on down-payments, but if for some reason the finished product is unsatisfactory and does not meet the requirements of the services by a specific deadline, the project (design, image, color scheme, etc.) does not require payment. However, the product/work in question is no longer owned, nor can be used by the client, but by the designer (Joseph Cameron) at his discretion.
- If work is to be submitted with a possibility of being rejected or unused, original editable files (masters) may not be released to the client.
- If the designer is not shown clear examples, guidelines or direction of what the client expects/is looking for in a project, the project is left open for the designer to produce the best possible product **he sees fit** based on given data and circumstances. Variations of the product are always a part of the final as a set and the client must decide which version, he/she or they will agree upon prior to the deadline. A middling preliminary stage (often including a wireframe) is recommended for best results.
- If the project is **currently** being worked on by a competing designer, it would not qualify for services, unless the competing transaction has already been rejected.

3. Services

- Freelance service in respect to this contract consists of any labor produced on equipment not owned by the client AND off-site (not in-house).
- Specific color schemes (or company colors) if necessary, should always be indicated by the exact swatch or ID# within *Adobe Creative Suite* for a visual project upon initial agreement.
- Every assignment is a working progress, despite a given deadline. There is no limit to drafts, variations or revisions sent to the client before a project/assignment is marked "completed" by the day of the said deadline. Samples of work are often shown at quarter periods prior to the deadline, and all discrepancies upon viewing a sample must be addressed before the deadline.

4. Turnarounds

- Once an assignment/commission is marked "completed" by the designer (Joseph Cameron), it does not mean that the assignment is **not** open to a revision, whether initiated by the client or the designer himself.
- All services are credited to the designer's creative pen name: **J. Anthony** (designer for *ENZYME*).
- After an assignment is completed, an invoice stating the amount due per time spent, along with a listing of all duties within that assignment is created. Prior to payment (or upon) the client receives a copy for his/her own records as a receipt of the services.

5. Payments

- All payments must be in the form of a check, or optional online transfer payment via *PayPal* to enzyme01@hotmail.com. Cash payments are not excepted.

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Signature of client and today's date.