

## Payment Terms:

- If the scope of work changes during the project, additional costs may occur. Inkspiration by Gabrielle will submit any price changes to the client prior to beginning such tasks. If the client asks for additional work to take place, they will be charged accordingly.
- A 50% deposit will be paid to Inkspiration by Gabrielle prior to the start of any work. This deposit is non-refundable.
- **Once the client has paid the deposit fee for the project, the client is agreeing that they have read, understood, and will comply with the terms listed in this graphic design contract.**
- Upon completion of the project, the remainder of the cost of the project will be paid to Inkspiration by Gabrielle.
- If printing is needed for any design, the printing fees will need to be paid to Inkspiration by Gabrielle in order to continue. In addition to this, before the printing commences, and the client has agreed that they are happy with the designs to be printed, the remaining project fee is to be paid to Inkspiration by Gabrielle.

## Confidentiality:

- Inkspiration by Gabrielle acknowledges that they may have access to or become aware of confidential information relating to the client's personal affairs, such as past, present, or future dealings, client names, marketing plans, project information, and more. Inkspiration by Gabrielle agrees to safeguard all such

# T&C's

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- information and maintain its confidentiality. Nevertheless, Inkspiration by Gabrielle is authorized to exhibit the final work product on their website, social media or promotional materials.

## Client Approval:

- The client will be notified and must approve any and all materials prior to project finalization and submission. Furthermore, the client will have permission to accept the work and request revisions if needed, however, the client will be given a certain amount of free revisions (this number of free revisions will change based on the type of design work being undertaken) before Inkspiration by Gabrielle starts to charge a £35 fee for further revisions once the free amount has been exceeded.
- The client is expected to check the design thoroughly, this includes spelling.

## Termination:

- Either party may terminate this agreement in writing at any time for any reason it deems necessary. Upon termination of this graphic design contract, the client shall bear all costs incurred up to the termination of the contract. Should the client cancel this project after the project is completed, the client is responsible for full payment of the total project sum.