

Terms and Conditions

Before we enjoy working together, let's get the tiny print out the way. Take a moment to read through the following Terms and Conditions, fill in your details below and send back to contact@hbdesign.me and then we can get going.

The following Terms and Conditions apply to all products and services provided by HBDesign, to you, the client.

All work is carried out by HBDesign on the understanding that, you, the client have agreed to these terms and conditions.

1. Project Specifications

In order to produce the best results a clear brief is required including colours, sizes, fonts and design style.

The brief is to be confirmed and received from yourself via email to contact@hbdesign.me

2. Project Acceptance

Once the outline of the brief is discussed and confirmed, including any proposals of products or services, HBDesign will provide you, the client, with a written quotation by email.

Quotations provided by HBDesign will be valid for 30days, prices may be subject to change on any quotations produced after this time period.

A written email confirmation or a signed and dated copy of the quotation, should be returned to contact@hbdesign.me to indicate acceptance of the work to be carried out and agreement of the terms and conditions.

Official purchase orders may also be excepted and also should be returned to contact@hbdesign.me to indicate acceptance of the work to be carried out and agreement of the terms and conditions.

3. Sources

Any sources required to use within the design produced by HBDesign will need to be provided, unless discussed or stated otherwise.

Imagery

High resolution JPG, PDF, EPS, AI, PSD formats no PNGs.

These will be checked and advised if usable. Where images are being used for visual purposes only, HBDesign will make you, the client, aware that a higher resolution image may be require before print or completion.

Logos

High resolution JPG, PDF, EPS, AI, PSD formats no PNGs.

If HBDesign is requested to remake any logos then an additional charge will incur.

Text

Word (.docx), email or text (.txt).

Any text that needs typing or retyping will require you, the client, to spell check and amend accordingly.

Outlines of vehicles

The correct vehicle outline will need to be provided .

If HBDesign is requested to provide the vehicle outline then an additional charge will incur. You, the client will agree to provide HBDesign with an accurate specification of the vehicle required.

4. Timelines and deadlines

HBDesign and you, the client, will agree at the brief stage, any timelines that is required to complete the project by.

HBDesign reserves the right to adjust these timelines should any of the following occur:

Files required to proceed are not provided within the timeframe stated.

Files provided require additional work, such as a remaking.

Files provided are of low quality or are not useable, (new files may be requested).

Information provided is incorrect or has been altered after initial brief stage.

Any adjustments, last minute changes or additional artwork/design requests may also effect the timescale.

HBDesign's contactable phone hours are 8.30am - 5.30pm, any urgencies outside of this time please email contact@hbdesign.me.

HBDesign aims to respond to phone calls, messages and emails within 48hours, unless an annual leave is stated.

Should there be any circumstances where HBDesign is not able to meet any deadlines, you, the client will be notified and discussions will be had in order to resolve.

6. Changes and Amendments

Any changes to the brief are to be written via email only at contact@hbdesign.me.

Once the design work has been drafted, any changes outside of the original brief will be chargeable.

There are on no circumstances, to be any changes or editing to the work being sent for visual purposes. Any changes must be made, only, by HBDesign, unless any other permissions have been given.

HBDesign will not be held responsible for any work that has been changed or edited after signoff .

7. Signoff

It is the responsibility of you, the client, to check details of the work before approval for signoff.

HBDesign will produce work using the information provided and stated on the brief.

Clarification of these details can be made before by both HBdesign and you, the client.

Only once the work is approved will it then be made ready for print, where applicable.

All spelling checks are to be made by you, the client.

Only once the work is approved will it then be made ready for print.

It is the clients responsibility to check all aspects of the work to make sure they are happy with the quality and content of the design.

Guideline Permissions

When supplying guidelines that have been produced by a third party, you, the client, will need written permissions and signoff, by either the Company or Designer, for any new designs produced.

8. Payment and Invoicing Terms

Projects based on an hourly rate will start at a minimum of an hour charge and calculated in hour increments, unless otherwise stated.

Payment is due as per the number of days specified on the invoice.

Payments accepted via BACS or cash. Cheques are not accepted. All payment details can be found on the bottom of the Invoice.

Where discussed, some projects will require payment of a 50% deposit of the total fee before any work commences. Once work is completed, the remaining 50% will be due.

Any additional costs on projects, will be added to the invoice with a clearly stated description.

Payment is required before any files are sent or transferred.

HBDesign reserves the right to charge interest of any overdue payments of 8% plus the Bank of England base rate on the outstanding amount from invoice date due, until the date of payment recieved.

Any invoice queries must be submitted by email within 7 days of the invoice date.

HBDesign reserves the right to change any previous pricing for future project and hourly charges, as the business requires.

9. Revisions

Small revisions may be made within the inital brief and timeframe, these include typo corrections, slight size adjusments, colour change. Please query any others if you are unsure.

Larger revisions, such as, new size, new concept / design / visuals will incur an additional charge.

10. Cancellation

Cancellation of projects may happen from time to time. If you, the client wishes to terminate the project, any work completed, up until the cancellation notification is received, will be billable.

Cancellation would need to be confirmed in writing via email to contact@hbdesign.me and payment would be required promptly.

Any work produced will remain the property of HBDesign.

HBDesign reserves the right to terminate a project. If this does incur, notification will be made in writing.

11. Rights of Refusal

HBDesign will not include in its designs, any text, images or other data which it deems to be immoral, offensive, obscene or illegal.

HBDesign reserves the right to terminate the project if you, the client requires such information.

12. Deliverables

Written discussions of final file types required by you, the client, will be addressed at the time of outlining the brief and how these files will be sent upon completion.

Final files will be sent once payment is received.

If a delivery of a product is required this will be stated on the initial quotation.

If delivery is added, and was not originally quoted, then HBDesign will add the cost of this.

13. Confidentiality

HBDesign is aware that some projects may need to remain confidential, due to content and imagery.

Should HBDesign wish to use projects on www.hbdesign.me or any social media platforms held by HBDesign, these permissions will be requested to you, the client, in writing, prior to doing so.

Permission terms should be emailed back to contact@hbdesign.me

14. Holding files

HBDesign will archive files for a minimum of 4 months, should you, the client wish to require these files again for repeat print purposes.

If any additional work is required to the files (changes, amendments, updates), a new quotation will be provided

15. Promotion and credit

HBDesign would love to share the work created for you, the client, via www.hbdesign.me or on any social media platforms held by HBDesign.

Should you not wish this information to be shared or any mention of your company, then please email contact@hbdesign.me

16. Copyright

Should you, the client supply images, text, or any other data to HBDesign, it is your responsibility to obtain any necessary permissions required by copyright ownership. HBDesign will not be held responsible if such permissions have not been approved.

If any images, text, or any other data have been used, believing it to be copyright and royalty free, which at a later date emerges to have such copyright or royalty usage limitations, you, the client agree to HBDesign removing such information.

Any images, text, or artwork supplied and/or designed by HBDesign on behalf of you, the client, will remain the property of HBDesign unless otherwise agreed in writing. A licence for use of the copyright material is granted to you, the client, solely for the project specified or requested, and not for any other purpose.

Permissions may be requested in writing, should you, the client, wish to use any material, (that HBDesign hold permissions to) in any other means than for which it was originally supplied.

HBDesign have the right to charge for these permissions.

In cases where several concepts of designs are presented and only one is chosen for the project, the selected outcome represents the contract. All other designs remain the property of HBDesign, unless stated or specified in writing.

These Terms and Conditions can be found and read at any time on www.hbdesign.me. Please feel free to contact HBDesign if you wish to discuss any sections within these Terms and Conditions.

Once read please fill in the details below and send via email.

e: contact@hbdesign.me

w: www.hbdesign.me

Company Name: _____

Client Name: _____

Client Signature: _____

Date: _____