

# Terms & Conditions

## Graphic Design Contract Agreement

Disclaimer: This is quite a lengthy read! 😊 however, the terms and conditions have been made user-friendly. Please read these carefully and make sure you understand them.

This agreement (the “Agreement”) is made on “Date” by and between the “Client” and the “Designer.” In consideration of the mutual agreement made herein, both parties agree as follows:

**Work:** LE Branding Hub agrees to produce project materials (the “Work”) at the request of the client for fees agreed upon in advance and delivery of the Work by an agreed-upon deadline. As long as client provides designer with all information, items, images and materials needed to do so within allotted time frame. LE Branding Hub agrees that she will be the sole author of the Work, which will be original work and free of plagiarism. LE Branding Hub will cooperate with Client in editing and otherwise reviewing the Work prior to completion and launch. The client is allowed a certain number of revisions based on the design package chosen. After the revision limit is exceeded, each additional revision comes at a fee. After the client has selected one of the proposed designs will be responsible for completing additional research to further develop the chosen idea and completion of the remainder of the clients’ project. The client will be given the right to final say on all colors, fonts, text and images used in the final design. If a flyer has to be redesigned due to lack of prior information given it will also result in an additional fee. Once you post your flyer on any social media network it is not permitted to receive any additional changes unless an editing fee is paid.

**Time Frame to Obtain Materials:** The client has a time frame of obtaining materials for the project and/or service requested. Any and all information should be sent through email at [orders@lebrandinghub.com](mailto:orders@lebrandinghub.com). If all materials needed for the project and/or design is not provided to LE Branding Hub within 30 days following the initial date of the signed agreement the contract is subject to one of the following:

1. Termination with no obligation of refund or services rendered.
2. Standard turnaround time restarts from the time all material is confirmed to be received by the designer.
3. Special instructions or permissions that must be approved and documented by the designer to be valid.

**Confidentiality:** LE Branding Hub acknowledges that she may receive or have access to information which relates to the Client’s past, present, or future products, vendor lists, creative works, marketing strategies, pending projects/proposals, and other proprietary information. Designer LE Branding Hub agrees to protect the confidentiality of the Client’s proprietary information and all physical forms thereof, whether disclosed to LE Branding Hub before this Agreement is signed or afterward. Unless strict confidentiality is requested by Client in advance

of the establishment of this contract, LE Branding Hub can display materials and final work created for Client on the LE Branding Hub website <http://www.lebrandinghub.com/>

**Compensation:** Client agrees to pay a LE Branding Hub 100% of the total project cost before any services are provided. If the parameters of the Work change, or if it involves more time than estimated, LE Branding Hub will inform Client and they can renegotiate the Work's cost. LE Branding Hub is responsible for the payment of all federal, state, and/or local taxes with respect to the services she performs for the client as an independent contractor. The Client will not treat LE Branding Hub as an employee for any purpose.

**Client Approval:** Upon acceptance of the Work, Client accepts responsibility for any further processes in which this work is used (e.g. film outpost, printing, etc.) LE Branding Hub is not responsible for errors occurring in this work or projects related to this work after acceptance of the Work by the Client.

**Cancellation:** Both parties understand that Client or LE Branding Hub may terminate the service at any time if, for any reason, the relationship is deemed unsatisfactory by either party. Upon written or verbal cancellation, Client is responsible for payment for all expenses incurred and any work done towards the completion of the project based on the percentage of the project completed that is determined by LE Branding Hub. Should Client cancel the project following its completion, Client is responsible for full payment as per the agreed-upon estimate plus all expenses incurred. In the event of cancellation, LE Branding Hub retains ownership of all copyrights and original work created.

**Refund:** There are absolutely NO refunds on any design work that has been started on or issued out --IMPORTANT-- ANY PERSON PURSUING TO GET A REFUND OR PROCEED WITH THE PROCESS OF OBTAINING A REFUND AFTER WORK HAS BEEN STARTED ON OR ISSUED OUT WILL HAVE THIS CONTRACT VOIDED AND ALL SERVICES ORIGINALLY APPLIED FOR WILL NOT BE OBLIGATED TO BE COMPLETED UNLESS OTHERWISE STATED BY THE COMPANY OWNER REQUEST. ANY CHARGEBACK/REFUND CASES OPENED PER CLIENT ACTION IS SUBJECT TO LOSING ALL RIGHTS TO DESIGNS OR PAYING A MINIMUM OF HALF OF THE ORIGINAL COST OF THE WORK ORIGINALLY ORDERED. \*\*\* All items needed for all project must be provided no later than 30 days from the date of the initial order form. and being available. At any point in time if the client decides they no longer want the package they have purchased they are welcome to decline further services but no refund will be issued and the contract will be void, once the client has agreed to not continue services rather it be verbally or in writing.

**Acceptance of Terms:** Client promises to pay for the services rendered by LE Branding Hub for the Work as agreed upon. By making a purchase, Client agrees they have read, understood, and are considered legally bonded to these terms.

From time to time, these terms and conditions may be updated, so please check for the most up to date version every time you visit the website. You may find it useful to print a copy or save them to your computer for future reference if a frequent client.