



DESIGN TERMS & CONDITIONS

SIGN & DESIGN PROOFING PROCESS

STEP 1 CUSTOMER RESPONSIBILITY

The customer is responsible for preparing & submitting a detailed description of their project vision. This may include photos, logos, required colors, text and dimensions. The customer may include sketches or mock ups of design ideas if desired or our designers can create material based on the general descriptions discussed.

STEP 2 DESIGN PROOF

A design proof will be emailed to customer with a set of design options to review based on the customers original design requests.

STEP 3 PROOF REVISIONS (If needed)

Revisions or corrections on proof can be made by the customer. **The customer is responsible for proof-reading the design thoroughly.** The designer will make any corrections requested and send a final proof to the customer if changes are needed.

To avoid additional design fees, be sure to note ALL changes needed.

STEP 4 FINAL PROOF

A final proof will be sent to the customer for approval. If any additional changes are needed at this point to the proof, an hourly design fee will be charged and the final price will depend on the complexity of the revisions. **The customer must approve the final proof before the production of the job begins.**

Once approval is given on the final proof, the customer or individual granting approval assumes full responsibility for errors. Acceptance or use of final production file under any circumstances indicates that the customer has read and agrees to the above terms.