

# Terms and Conditions

## Print publications

Please note that the design estimate includes all image processing and effects, design, draft prints, file pre-proofing and two rounds of minor author's edits. Major edits or edits requested beyond these two rounds will be charged at our current hourly rate (\$100 + GST).

The design estimate does not include photography, prepress, printing or courier charges unless specified. These services will incur additional fees—please check with us first if you have any queries.

By the terms of this design estimate, Stylus Design undertakes to prepare and provide artwork as an unimposed press level pdf only.

If the client selects a printer who has specific file preparation and/or imposition requirements there may be an additional cost in preparing the file to the printer's specifications.

## Websites

Please note that the website design estimate includes all image processing and effects, design, draft prints, file pre-proofing and two rounds of minor author's edits. Major edits or edits requested beyond these two rounds will be charged at our current hourly rate (\$100 + GST).

Website design estimates do not include photography, prepress, printing, courier charges, ISP fees of any kind or software unless specified. These services will incur additional fees—please check with us first if you have any queries.

If the client selects a service provider who has specific file preparation and/or coding requirements there may be an additional cost in preparing the file to the service provider's specifications.

## Trading terms

Estimates are applicable for thirty (30) days only from date of issue. An official purchase order form or deposit is required prior to work commencing.

If a stage payment structure is stipulated, this must be adhered to by the client for work on the project to continue.

If the project is likely to vary from the estimated price, due to changes in the client's requirements, Stylus Design will give the client notification verbally and the project can be re-quoted upon request.

Stylus Design's payment terms are thirty (30) days from receipt of invoice.

## Copyright and ownership

All digital files remain the property of Stylus Design unless agreed in advance by both parties.

Original material supplied by the client (e.g. photographs), proofs and printing are the property of the client.

Stylus Design holds copyright on all materials created (designs, illustrations, logos, publications etc) unless agreed in advance by both parties.

All project material is archived for future use by Stylus Design on the client's behalf. This ensures version control for the client's project and quick, accurate access to material for re-use.

If the client wishes to purchase materials created for the project or a copyright licence (exclusive or non-exclusive) an additional charge (not included in this estimate) can be negotiated for this service.

Public website files are the property of the client unless they are owned or licenced by other parties (e.g. Stylus Design's stock imagery, the work of photographers). If the client has permission to use such materials these must only be used for the intended purpose (the website) and not for any other purpose or project. Please note that you, as the client, do not hold copyright on material owned or licenced by other parties.

Stylus Design uses fonts and stock imagery under licence and these therefore cannot be released to any third party.

Stylus Design reserves the right to display any artwork created as part of their portfolio, advertising, promotional materials and website regardless of any other licensed copyright agreement.

- corporate style
- brochures
- logos
- reports
- magazines
- newsletters
- advertising
- presentations
- websites
- displays
- signage
- writing
- editing
- art direction
- illustration
- photography
- print management