

terms and conditions

The following are Design City's terms and conditions to help ensure we are able to meet clients expectations. Please read thoroughly prior to accepting the estimate to avoid any confusion with a project.

Specifications of Work

This estimate is based on the original job brief and specifications as provided by the client. This estimate is subject to change should any alteration occur to the client specifications (eg. number of pages of an annual report) or brief (ie. design requirements).

This estimate is valid for 30 days from the stated date.

'Sign-off' of Work

The client is required to sign-off on all completed design work. Sign-off is the client's indication that the job has been approved and will not require any further amendments. Larger jobs may require sign-off of design during various stages of the project.

Alterations

Content submitted to Design City by the client at the start of the project is considered 'final'. Any revisions or alterations provided by the client after commencement will be charged at the appropriate variable rate.

Content

All content is assumed to be supplied in the following digital formats to ensure a high project quality. Additional charges may be incurred if these are not available:

Text/Tables/Copy MS Word or MS Excel (in correct order)
 Images. High-resolution (300dpi) TIFF/JPEG)
 Logos. Vector format (Illustrator EPS/AI)
 Diagrams and maps Vector format (Illustrator EPS/AI)

Payment

Final invoices will be provided to the client upon completion of the work and are due upon receipt but not later than fourteen (14) days from date of invoice. Accounts unpaid after fourteen (14) days will be considered in default and will be assessed a service charge in the amount of 4% per month of the total amount due. Additionally, clients agree to pay reasonable expenses, including legal fees and third party agencies.

Confidentiality

All works in progress, ideas, strategies and other intellectual property must be held in strict confidence by the client and only made available to the parties who were written signatories to the agreement.

Design City will make every effort to protect the confidentiality of all information supplied by their clients.

Deposits

Design City reserves the right to a 50% deposit to be paid upon engagement of the project. Full payment is to be made on delivery of printed documents or on project completion.

Variable Components of a Project (Time Items)

The following summarises most of the variable components of a project. Such costs, as incurred, will be passed on to the client unless specifically stated as included in the estimate. These items are charged hourly at a rate between \$140 - \$240 exclusive of GST.

Design, Artwork and Typesetting & Author's Alterations

High-end design, artwork and visualisation
 Copy/Text alterations

Websites/Interactive

High-end work including programming
 General work including HTML Authoring, Coding

Photography

Digital Photography
 Travel
 File Management
 Collation of selected images
 Photo Manipulation

Management

Art direction/Project Management
 Print Management

Variable Components of a Project (Material Items)

The following summarises most of the variable components of a project. Such costs, as incurred, will be passed on to the client unless specifically stated as included in the estimate.

Stock photography/illustrations \$80.00/ea
 Collation of print ready pdf files (client/printer) \$140.00/ea
 Courier Market Rate

All quoted prices exclude GST.

Copyright

Copyright in all unfinished works authored by Design City remain the property of Design City until full payment has been received. On the occasion when multiple options are presented to the client, all options except for the chosen design remain the property of Design City. Working files (ie. InDesign) will NOT be supplied to client and remain the intellectual property of Design City Pty Ltd. Only final print ready pdf files of projects will be provided.

The client agrees to keep Design City indemnified against all liability, losses or expenses incurred in connection with any breach of copyright in materials supplied by the client.

Acceptance of Quotes

Approval is required by Design City before any work is initiated. Signed quotes, are in agreement with deliverables and all the term and conditions stated herein.

Should you have any questions with regards to the above, please do not hesitate to contact Design City directly.