

**AGREEMENT**  
**Lisa Klie T/A Azure Designs Terms and Conditions**

**GENERAL**

- All content must be supplied by the client in digital format (MS word / email or notepad). If not supplied in digital format Azure Designs will charge the client to re-type the content at their current admin rate per hour.
- All content to be edited and proofed prior to supplying Azure Designs. Azure Designs will not be held liable for errors in content or contact details supplied. Any changes to content thereafter will be charged for on an hourly basis at Azure Designs' maintenance rate.
- Proofs will be submitted to the client electronically for approval. The client will have no claim against Azure Designs and or their suppliers on any errors once approved.
- All work remains the property of Azure Designs until paid for in full.
- Any variation to the original brief and or order will be required in writing and the client will be charged per design hour for the additional work.
- Azure Designs reserves the right to display any work designed for clients, whether it be on their website, brochures, emails etc.

**SPECIALS OFFERS**

Specials run from date published to specified end dates.

All specials include 1 design & 2 revisions.

Deposits need to be paid before special ends in order to receive the special offer.

50% deposit secures special, with 40% at 90% completion and remaining 10% on completion.

Content needs to be supplied.

Other standard terms and conditions apply.

**QUOTING AND COST ESTIMATES**

- All quotes / estimates are valid for 1 calendar month only from document date.
- Quotes / estimates that are not accepted within 30 (thirty) days will be withdrawn and cancelled.
- All website quotations, unless otherwise specified, are based on wordpress/joomla template websites and are excluding domain registration and hosting. Azure Designs can assist with the registration and hosting of the website with a third party but the contract and payments are to be done directly with the third party company.

**PAYMENT TERMS**

- **50% deposit** is required on all work. No work will commence until deposit has been received or proof of payment has been received.
- No monies are refundable once work has commenced on a project.
- **A further 40% is due when 90% of the job is done and the final 10% on completion. Strictly COD**
- **Should a project be placed on hold for more than 4 weeks, Azure Designs will invoice for work done to date.**
- With regards to **websites and electronic newsletters** the **remaining 10% is due on approval of test site**. Once payment is received the website will officially go live.
- **All printing costs need to be paid upfront (100%)** as the suppliers request 100% before commencing with the print job.
- All work remains the property of Azure Designs until paid for in full.

**WORK COMMENCEMENT STRUCTURE**

Once a quotation has been accepted, signed and returned (via fax or email) and a copy of the terms and conditions are signed and returned the client will need to supply Azure Designs with a filled out brief form (This can either be downloaded from the Azure Designs website or emailed directly to the client) or a detailed written brief sent via email/fax.

- No work will commence without deposit
- No work will commence without a written brief
- No work will commence without client content (for websites, newsletters, brochures/flyers etc, letterheads, business cards).

## GRAPHIC DESIGN PROJECTS

*Please note that no work will commence on the design project until the deposit, brief and content (where necessary) have been supplied.*

**Logo Design (excluding packages)** – We will design 3 concepts in accordance to the brief supplied by the client. A further 2 revisions will commence on one of the concepts. If the client is still not satisfied then work will continue at Azure Designs' hourly design rate.

**Other Graphic Design Projects (excluding packages)** - We will design 2 concepts in accordance to the brief supplied by the client. A further 2 revisions will commence on one of the concepts. If the client is still not satisfied then work will continue at Azure Designs' current hourly design rate.

Any changes to the content supplied and already placed into the design will be charged for over and above the quotation at the current hourly design rate.

## WEBSITE / ELECTRONIC DESIGN PROJECTS

*Please note that no work will commence on the website until the deposit, brief and content have been supplied.*

**Website Design & other electronic design projects (excluding packages)** – After a full brief is received , Azure Designs will design a basic home page template and a content page template. Azure Designs will submit to the client for review. After feedback, 2 revisions will commence on each page. If the client would like further revisions then work will continue at Azure Designs' hourly design rate.

Any changes to the content supplied and already placed into the design will be charged for over and above the quotation at the current hourly design rate.

All website quotations, unless otherwise specified, are based on wordpress template websites and are excluding domain registration and hosting. Azure Designs can assist with the registration and hosting of the website with a third party at an additional cost , but the contract and payments are to be done directly with the third party company.

**Search Engine Optimisation** – Azure Designs will include the basic search engine optimization such as hidden meta, description and keywords (description and keywords to be supplied), image tags as well as search engine submission to the major search engines, namely Google. We will also load a SEO plugin on the website. Azure Designs cannot guarantee your position on search engines.

**Website Statistics** – We will include a free invisible website statistics counter and supply you with a user name and password in order for you to view your website statistics whenever you wish. Statistics will include: most popular page, new visitors daily, which country the visitor comes from, keywords used to locate your website and more.

## INDEMNITY

The client indemnifies Azure Designs against all liability arising from:

- Any infringement of the intellectual property rights of third parties arising out of the publication thereof on the clients electronic or graphic design projects.
- The publishing of any illegal or unlawful material on the clients electronic or graphic design projects.
- A breach of any of your warranties and of your negligence in respect of content on the clients electronic or graphic design projects.

**PLEASE PRINT AND SIGN ALL PAGES AND EMAIL BACK TO [lisa@azuredesigns.co.za](mailto:lisa@azuredesigns.co.za)**

I \_\_\_\_\_ (full name), representing \_\_\_\_\_ (company)

Have read the terms and conditions and hereby agree to accept the terms and conditions.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Full Signature \_\_\_\_\_