

iNabi Designs - Graphics

Terms & Responsibilities

Business Hours – iNabi Designs business hours are, Monday –Friday: 9am-5pm. Saturday: 9am-3pm. iNabi Designs reserves all Sundays and National Holidays. However you may contact iNabi Designs via email: inabidesigns@gmail.com, text or voicemail to **910-705-2470** at anytime and someone will return your call as soon as possible. For more information, please visit our website www.inabidesigns.com.

Confidentiality– iNabi Designs and all designers have been highly trained in confidentiality and will honor and protect all clients and potential clients’ information. Never will iNabi Designs or designers will give away or sell any of the clients or potential client’s personal information such as names, contact numbers, email address, mailing address, amount of any payments, dates of payments, images and/or materials est., to any third-party sector. All information will be treated highly confidential.

Initial Request – Submit a request for your design service(s) and provide details concerning your vision of the graphic(s) in order for iNabi Designs to initiate your graphic design project. Usually, a designer will contact you within 24 hours. iNabi Designs reserves the right to accept or deny any project requests.

Consultation – If the request has been accepted, a consultation between the potential client and a designer will be provided to ensure the clarity of the vision for the potential client’s project. Once the details have been discussed and agreed, iNabi Designs will provide the potential client with a pro forma invoice. A *pro forma invoice* is used (in writing) to confirm the agreements discussed within the consultation. **The agreements includes:** a clear vision and/or details from the potential client and the graphic designer for the upcoming design or project; and the client’s clear understanding of pricings, payment due dates, and all iNabi Designs Terms and Responsibilities. Once the pro forma invoice has been approved by the potential client, a down payment of half the total price of each service is required before service(s) goes into production. All down payments will be deducted from the total price of each service. All down payments are non discounted and non refundable. Guidelines for production will **only** be based on the approved pro forma invoice.

Research – Research is included in the total price of each service. Any references that need to be emailed to inabidesigns@gmail.com are the responsibility of the client. If any *physical references* need to be returned, iNabi Designs will be responsible for returning them in the same condition as they were given.

Images & Materials – All preferred images and materials to be included in the graphic designs are the responsibility of the client. All images and materials **must not** be copyrighted unless the client is the author of the copyrighted images and/or materials. A written permission for iNabi Designs to use copyright images and materials (from and by the client only) is required. Written permission via email by the client is acceptable.

Client’s Approval – After production is completed, the client will be provided with the opportunity to approve the design(s). The designer is required to provide the client with *at least* 3 designs related to their project. All pre-approved designs will be emailed to the client in PDF format. The client has a privilege to make *up to* 3 FREE revisions of the graphic designs. **Mix and Match* from the designs provided by the designer counts as 1 revision. When the client has approved and chosen a design, the client will then be financially responsible for any remaining balance for each service.

**Mix and Match-* For example, when the client receives *at least* 3 designs and likes the font from “Image A”, the background from “Image B”, and the color from “Image C” then the designer can incorporate the clients’ preferences to create another design. This creation will count as 1 revision of the design project.

Payment – All payments are received via cash or PayPal. If payment is received through PayPal then iNabi Designs will not start production until payment is verified. The completed project will not be released to the client until services are paid in full. A sales receipt will be given by iNabi Designs via personally, email, or mailing address for all payments.

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Turnaround Times – Once the down payment has been paid and verified, the clients' project will immediately proceed to production on the next business day. Please allow *at least* 7 business days for production. If you don't receive your pre-approved designs within 7 business days then iNabi Designs will give you a 10% discount on the total amount of that specific graphic design service.

Pre-Approved Designs – The client is responsible for carefully reviewing each pre-approved design. This includes: checking for spelling and grammar, contact information, and design aesthetics. Once the final design is approved, iNabi Designs or designers assigned to your project is not responsible for undetected errors or changes. Concepts and final PDF proofs will be sent via email from **inabidesigns@gmail.com**. If other formats are needed then please contact the designer assigned to your project.

Revisions – All graphic design services includes *up to* 3 FREE Revisions on all pre-approved designs. FREE Revision requests must be submitted to the designer assigned to your project within 7 business days after receiving the pre-approved designs. FREE Revisions are no longer granted after 7 business days of receiving pre-approved designs. All Production Revisions consist of *at least* 3 business days, no later than 7 business days. No discounts are applied to any revision. If more revisions are needed beyond the 3 FREE Revisions, an additional \$40 per revision will be charged. Additional revision payments must be paid in full before revision proceeds to production. Once Production Revisions has been paid and verified, production will be conducted on the next business day.

Cancellations –The client has the right to cancel any project, for any reason, at any time; no questions will be asked. However, please remember that no refunds will be offered on down payments, final graphic designs, or revisions. All purchase sales are final.

Print – Purchases made to iNabi Designs are for designs only. iNabi Designs does not currently have a printing service. All printing services are the responsibility of the client.

Pricing – iNabi Designs reserves the right to change the prices for any graphic design service at any time, with or without notice. However, price changes would not apply to any projects already in progress.

Rights – The owner of iNabi Designs, Mac E. Whitfield Jr. reserves all rights to all graphics designs created by and sold through **iNabi Designs**. However Rights can be purchased by the client. All graphic and production files are owned by Mac E. Whitfield Jr. and no digital working files are sold or given to any client or any person, for any reason.

Purchase Rights– If a client decides to purchase the rights to any designs sold by iNabi Designs then they will become sole proprietor of the design. iNabi Designs will relinquish all rights to the client and commit to never reproducing an image that the client owns. Full Rights purchased by the client can do whatever they wish with the design. They can sell, sell any form of rights, duplicate, revise, change or manipulate the design or any part of the design. Please note that some restrictions may apply on a case-by-case basis. For example, a client may become the sole proprietor of a design but may not claim authorship for the design.