



Terms and Conditions

Trading terms

All estimates and proposals are subject to our normal terms of trading.

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

An official purchase order form or agreement in writing is required prior to work commencing.

A deposit may be requested and must be received before work proceeds.

Stage payments may be requested on long-term projects and must be adhered to.

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 or in writing and the project can be re-quoted upon request.

Print and e-publications

Please note that the design estimates generated by Stylus Design include 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 this will be charged at our current hourly rate (\$121 incl. GST). The design estimates do not include photography, prepress, printing, other outputs or courier charges unless specified.

Artwork will be prepared as an unimposed press level pdf. 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.

Retrieval of files from archives (including artwork pdfs) requested after the project is completed may incur a cost for the time involved.

Websites

Please note that website design estimates generated by Stylus Design include 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 (\$121 incl. GST).

Website design estimates do not include photography, prepress, printing, courier charges, scripting, 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.

- | corporate style
- | logos
- | e-media
- | advertising
- | illustration
- | writing
- | editing
- | reports
- | brochures
- | magazines
- | newsletters
- | instructional design
- | photography
- | display materials
- | book design
- | art direction
- | print management



Copyright and ownership

Fonts and stock imagery used are under license by Stylus Design and therefore cannot be distributed to any third party.

Digital files remain the property of Stylus Design unless agreed in advance by both parties. Films, proofs, scans 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 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.

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