



[WWW.WEBSTYLEX.COM](http://WWW.WEBSTYLEX.COM)

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## **Terms & Conditions for Web and Graphic Design Services**

### **1. Project Request & Time Estimates**

Each project begins with an explicit request from the client. The estimated completion time is typically 2–3 business days at minimum, depending on the complexity and scope of the project.

Once the project details are received, the exact timeline will be confirmed.

### **2. Payment Terms**

- If it's a big project of over £200, 50% upfront, and the other 50% will be paid after the work is delivered.
- For all projects under £200, Full payment is required upfront, once the scope of work is agreed upon and before any work begins.
- An official invoice will be issued. Work will commence once payment has been received.

### **3. Delivery & Review Process**

- The final work will be delivered by the estimated deadline communicated at the start of the project.
- On the same day of delivery, the client must review the work with the designer to ensure satisfaction.
- Final approval is required from the client on the same day.

#### **4. Revisions & Additional Fees**

- Any revisions or changes requested after the delivery day will incur additional fees, and the price will depend on the type of changes or extra additions required..
- Please refer to the fee list for standard services and revision costs.
- If the service or type of project you need is not listed, please request a custom quotation.

#### **5. Quotation Requests**

For bespoke or complex projects not covered in the standard price list, please contact us directly for a personalised quote.

#### **6. Copyright & Usage Rights**

- All design work remains the property of the designer until full payment is received.
- Upon full payment, the client will receive usage rights to the final design(s) for the purpose agreed upon.
- The designer retains the right to display the work in their portfolio, unless otherwise agreed in writing.

#### **7. Client Responsibilities**

- Clients must provide all necessary content (text, images, logos, etc.) before work begins.
- Delays in providing materials may impact the delivery timeline.

#### **8. Cancellations & Refunds**

- If the client cancels the project after work has started, no refund will be issued for work already completed.

- If the designer is unable to complete the project due to unforeseen circumstances, a partial refund may be issued based on work not yet completed.

## **9. Communication**

- All communication will be made via email, phone, or messaging (specify what you prefer).
- Please ensure timely responses to keep the project on track.

## **10. File Formats & Deliverables**

- Final deliverables will be provided in standard formats (e.g., JPG, PNG, PDF, PSD, AI, etc.), as agreed.
- Editable/source files can be provided upon request, and may incur an additional fee.

