

## Terms & Conditions

This Cost Estimate is valid for 10 working days and may need to be re-costed.

A PO number needs to be submitted by the client, if applicable to the company. If a company or studio does not issue a PO numbers/documents, then a 50% deposit of the project costs will be sufficient.

Studios or agencies will be requested to pay within 30 days of an issued invoice. If this period exceeds the due date, an additional 5% interest may be charged every day that the payment has been delayed.

A cancellation fee amount of £350 will be invoiced if the project has been canceled after 24 hours of the confirmed agreed booking start date.

If the studio has confirmed a booking of a number of days and the client or studio have paused the job for any particular reason, the day rate of £350 will still be billed regardless hours/days worked on the project.

Please note that this CE/Invoice is a cost for days and or months worked and for the delivery outputs pertaining to the relevant project. Working files will be handed over to only studios or agencies that have requested files upfront in writing. (In this case all working files will be handed off to the studio on request)

All works produced under the scope of this motion graphics design contract shall become the sole intellectual property of the client, who agrees to grant the designer the right to use such works as part of a portfolio as examples of past projects.

Overruns that affect the production schedule caused by the client and or agency, will be charged additional costs. Clients will be notified prior to overrun charges before being implemented.

All work in progress needs to be signed off by clients via email/verbally.

The client shall be entitled to two revisions per process phase after the initial works are submitted.

Overtime before 8:00 AM or and after 18:00 PM will be billed at an hourly rate of £175 per hour. If I am booked over the weekend I charge time and a half, for example, £350 + £175 = £525 per day over a Saturday and Sunday.

For international clients, my costs are based on the international exchange rate, at the rate for that day for the cost created on that day. As a result, our costing amounts are subject to change as per the international exchange rate.

If the client has booked a full month on-site, 1 admin day is incurred into the cost, whereby I will not be on site for that day, this will be discussed with the client beforehand.

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