

policies and fine print

the complete paper guide

All projects require a signed contract to begin work. Here are some of the main policies that clients must be aware of. All additional policies are outlined in the full client contract.

Do Not Copy

COPYRIGHT USAGE: The rights granted to Client, by Believe Notes, LLC., are for the usage of the Final Design in its original form only. Client may not modify the Final Design without specific approval from Designer.

LICENSE: Believe Notes, LLC owns exclusive rights to this design; items cannot be resold or used for any reason other than intended purpose agreed upon.

Keep Track of Changes

REVISIONS: Revisions may be made only by the Designer at the Preliminary Design phase. Additional fees will be charged for revisions made after final design has been approved at a rate of \$10 per change, in addition to any fees associated with rush orders or additions to project scope. Revisions after final approval can only be made within 12 hours of approval. Once designs are sent to print, no additional revisions can be made.

DESIGN CHANGES: A design change is any change to a design, excluding fonts and colors. The number of design changes allowed vary depending on project type. Wedding invitations are allowed up to four design changes.

CUSTOM DESIGNS: A design will be deemed "custom" and have custom design fees associated if client wishes to make more than 4 design changes to original design. Custom design fees start at a flat \$50 fee and range based on scope of project and desired changes.

DESIGN INSPIRATION: Client is encouraged to provide any inspirational images or material to help with the design process. However, Believe Notes, LLC will not engage in a design project if asked to directly copy the work of another designer.

Payment Terms

PAYMENT TERMS: Deposits are non-refundable and must be paid prior to the start of any design work or digital proofing. Final balance will be requested after final proof has been approved by Client. No product will be created/ printed/assembled without final approval and payment.

CANCELLATION FEES: All deposits and payments are non-refundable. In the case of a cancellation prior to final design approval, the design process will cease and final invoice will not be sent. If any custom items had previously been purchased by Believe Notes, LLC on Clients' behalf, Client will be responsible for payment of said items.