

TERMS & CONDITIONS

✓ **Payment**

50% advance is required to start the project. The remaining 50% must be paid before final delivery. Advance payments are non-refundable once work has started.

✓ **Scope of Work**

The quotation includes only the services and deliverables specifically mentioned. Additional requirements will be charged separately.

✓ **Concepts & Revisions**

The agreed number of concepts and revision rounds will be mentioned in the quotation. Revisions are changes to an existing concept; a completely new creative direction is considered a new concept and may incur an additional charge.

✓ **Client Approval**

The client is responsible for checking and approving all text, names, numbers, dates and other supplied information. Changes after final approval may be charged separately.

✓ **Timeline**

Delivery timelines depend on timely client feedback, content and approvals. Delays from the client may extend the project deadline.

✓ **Source Files**

Editable/source files are provided only if included in the quotation. Otherwise, final files will be delivered in the agreed formats.

✓ **Printing & Third-Party Costs**

Printing, hosting, domain, paid fonts, stock assets, plugins and other third-party charges are separate unless specifically mentioned in the quotation.

✓ **Cancellation**

If the client cancels after work has started, the advance will not normally be refundable. Payment for completed work may also be applicable.

✓ **Portfolio Usage**

SP Designs may showcase completed work in its portfolio and social media unless confidentiality is agreed in advance.

✓ **Final Approval**

Once the final design is approved, further changes will be treated as additional work and may incur extra charges.

✓ **Quotation Priority**

Project-specific terms mentioned in the quotation will take priority over these general terms.

By approving the quotation or making the advance payment, the client confirms acceptance of these Terms & Conditions.

SP DESIGNS

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