

BUSINESS CARD DESIGN FEES & POLICY

Our "Graphic Design" Rate is \$50 per hour with a ½ HR MINIMUM charge.

The Minimum Charge is \$25 and that covers up to your first 30 minutes of "design / layout" time.

After the 1st 30 minutes, additional time would be billed in 1/4 hour increments.

So, for example, if we spent a TOTAL of 45 minutes then your "design / layout" FEE would be \$37.50.

And if we spent a TOTAL of 60 minutes then your "design / layout" FEE would be \$50.00.

When calculating the TOTAL time we would "ROUND" to the nearest 1/4 hour.

ONCE the "Design / Layout" Phase is Complete then there WILL be a SEPARATE charge for "printing" if you choose to have us to the "print" work for you as well.

GRAPHIC DESIGN / LAYOUT Covers the FOLLOWING SERVICES:

- #1 - Original Artwork Creation / Design
- #2 - Logo Design / Background & Texture Design
- #3 - Typesetting / FONT Selection and Image Placement
- #4 - Photo Editing / Touch-Up & Placement
- #5 - Digital "re-creation" from a PAPER Sample
- #6 - EDITING of an existing "DIGITAL" design file that needs "changes"
- #7 - Ect

Once your "design" is complete we will keep your art file on our server for future editing and reprints.

If you require additional CHANGES to your artwork in the future this is the billing schedule.

#1 - Basic Edit = \$15 Fee (Simple Name, Phone, & or Email Change) - MASTER "shell" is NOT being edited

#2 - Digital "UPDATE" of your MASTER "shell" file = \$25 FEE (covers up to 30 minutes of time)
Example = Add / Remove or Update Logos, Move Text Fields Around, Update Colors / Backgrounds

Think of this Service as "Digital Maintenance" of your Master Art File.