

1. KG asks for some preliminary information from you as a client to insure a good working relationship.

\* **Your company name and your name.** \* **A valid mailing address.**

\* **A valid phone number, and cell phone number.**

\* **An email address or addresses.**

The information above is needed to start paperwork, to send to you and for KG's business records.

2. When the design idea you are envisioning is communicated and you agree to the start of a design.

**KG has a reasonable flat rate of \$125.00 to start on any design. Two design options are included.**

**Changes, new ideas or revisions are then billed at \$25.00 per hour.**

Designs are a very customized service. As the client you must be clear with your desired outcome on your budget and KG will work with you.

You will be supplied with all the various file types needed for your personal needs and the needs of vendors you choose to do work with, such as marketing companies, printers, sign shops, web designers... etc.

If you need additional support with any file types for your design, KG is available for consultation with vendors.

3. KG will email low resolution proofs as attachments through email. **Proofs must be approved for proper spelling and grammar (even for the smallest amount of copy) by you, the client.** Please be aware that colors that are decide upon may appear different on various computer monitors. Final colors can always be adjusted based on the project.

4. **Design pricing has no sales tax as it is labor only.**

Other items you might considering ordering through KG, such as promotional items, signs, or any printed material, will be a fixed price with standard Maryland sales tax included for clients in Maryland.

\* Pricing for these items will be given to you upon your request.

5. KG accepts checks made out to Karolina Linares or can send you a PAYPAL invoice to pay online.

6. *KG reserves the right to utilize any and all designs as samples for the KG portfolio.*

**If you have any questions at all about these policies or about something not mentioned here that may concern you, please contact KG/ phone or text 443-847-5518 or [karolinagraphics@yahoo.com](mailto:karolinagraphics@yahoo.com)**

**KG is open to fair negotiations of these policies, based on your needs as a client.**

**KG also offers discounts to non-profit organizations and subcontract work.**

**KarolinaGraphics POLICIES DO NOT APPLY AT SIGNS BY TOMORROW!!!**

