



Deposit & payment

Unless agreed otherwise with the Client, all design services require a minimum non-refundable £60 deposit to secure a booking if the order delivery date is more than 4 months away. If it is less than 4 months a non-refundable 50% deposit is required.

Then 40% of the project is to be paid at the start of the design process and 20% remaining at each stage (after each new design suggestions/modifications).

The remaining balance and any supplements will be due at delivery.

Payment can be made via bank transfer, cheque or cash (please check bank details on my invoice).

Please for put the number of invoice and your name as reference for online payment.

Design production time

Lead times depend on the size and type of the order (templates or bespoke service).

Templates designs are quicker and will take approximately 2/3 weeks from contracts sign off. Bespoke wedding stationery can take 4/6 weeks. Samples printed can take an extra week into the production time. On average, the whole process from starts to finish including printing for any order can take around 8 weeks, but we will work these timings into your schedule.

Printing time takes generally around one week for each order. It is your responsibility to provide necessary information on time in order to stick to the timings outlined at the start of the process.

Please note that if preview stage payment is not made, new modifications won't be sent. Client delays could result in significant delays of delivery of finished work.

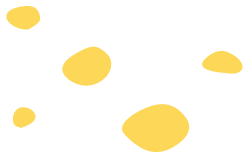
Proof Reading / Design process

Once I have the final wording and details of your wedding, the first design stage (2 to 3 design suggestions) can take up to two-three weeks. Each following stage(s) will be updated from your comments in the week.

All design suggestions will be sent digitally via email. You can make up to 3 rounds of design/text edits changes to your proofs during the design process, but any additional proofs will incur a £30 charge.

By confirming via email, you are agreeing that all documents have been proof read and agreed on the designs (I recommend to home print any design to double check any spelling mistakes before agree the last proof).

Whilst every precaution is taken to ensure all information is correct, it is your final responsibility as a client to check the wording. If proofs are signed off and orders subsequently printed with mistakes, any further work involved to correct the issue(s) will be charged to you, the client. A new timing schedule will also be appointed, especially during busy periods if the corrections are not easily rectifiable.



Cat Creative

Catherine LARRUAT

Freelance Graphic designer

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Acc No: 40348369

Sort code: 52-41-00



Cancellations

Once a booking has been confirmed and a deposit has been paid, a refund cannot be given if the design process has started. If you have paid the full amount and cancel an order part the way through, you are liable to pay for all work completed up to that date if it exceeds the deposit amount.

Errors, returns & damages

In the unlikely event that an error has occurred, please notify me as soon as possible by telephone or email so that the situation can be corrected with immediate effect. Any damages that have occurred during delivery must be reported immediately.

Delivery

I would much appreciate to delivery you directly your stationery to you, on a last meeting or to your address if you are local. I appreciate to see a lovely smile on the face of my couples when they discover their final invitation! If not possible, deliveries are sent by Royal Mail, first class, recorded with insurance (delivery cost are dependent on the size of your order), but are usually from £15-£30.

Printed samples can be sent to your address directly at an extra cost (from £15 depending on paper choice and quantity).

Copyright

The Client retains the copyright to data, files and graphic logos provided by the Client, and grants Cat Creative the rights to publish and use such material. The Client must obtain permission and rights to use any information or files that are copyrighted by a third party. All designs created are then be published on social media and used as new templates on my website and presented on fairs.

All designs and web content that appear on any social media and on my web site www.catcreative-design.com are strictly covered by copyright which is registered. Design plagiarism is not acceptable in any form and designs must not be copied or reproduced without prior agreement. Legal action will be sought should this breach of contract be broken. Copyright is in place for all designs.

Data protection

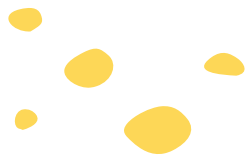
In accordance with the 1989 data protection act, all data collected is solely used by "Cat Creative, Design for life Celebration" and will not be used for any other purpose unless required to do so by law. Please read my Privacy Policy for more details.

Registered trading address

Cat Creative
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Signature

Date



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