

Gladys G. Hunt
GREENGIGI | Creative Director
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GREENGIGI: Rates & Terms

At GREENGIGI we provide professional, custom graphic design, web site design and printing products specifically focused toward our client's target market. For an estimate on your project, call 302-743-7790 during business hours, NOON - 7pm, W - SAT. A cost estimate/proposal for the project, based on the hourly rate, contingency costs and expenses will be submitted within 3 business days of the date that the initial consultation and/or project specs are finalized.

Basic Design Rate

The basic hourly rate applies to design and development work. Although the subjective nature of design does not permit us to give firm quotes, we are glad to provide a written estimate of projected project costs. We recognize the need for budget control, and we will provide verbal or written reports on time as the project progresses. Billable time on design projects includes all time spent directly on the project, including: project research and development, client consultations, design work, revisions, proof output, coordinating with sub-contractors, and communications (phone, email, and in person). Billable time may also include travel time to client's location or other location associated with the job, as required. [Contact us](#) for our current hourly design rates.

Contingency Costs

Contingency costs cover elements of the project not covered by the contract and may include:

- Rush charges for projects with quick deadlines
- Charges for delayed payment (See payment terms)
- Charges for changes to the project outside the parameters agreed upon

Expenses

Expenses are incurred when the project requires use of materials or vendors other than design work performed by GREENGIGI. Expenses may include:

- Printing, color proofs, film and other pre-press production items
- Photography sessions and film development
- Stock Photo and/or Clipart purchases specifically related to the project
- Paper purchases (usually included in printing costs)
- Print coordination fees and job pickup/delivery costs
- Web Site Hosting & Domain Name Registration fees
- Sub-contracting, other vendor costs & Project Management Fees

Billing & Payment Terms

50% of estimated graphic design and contingency costs are due upon beginning a project and/or contract signing unless the project is small or of short duration (determined at initial consultation). Payment must be made before any work is started on a project. GREENGIGI reserves the right to invoice client at any time if project extends beyond projected completion date, or if the number of billable hours on the project exceeds the estimated project time. 100% of printing costs must be paid prior to submitting the project to print, unless credit has been established.

All invoices are due and payable upon receipt and must be paid UPON COMPLETION of project, unless otherwise specified in the contract. A penalty for late payment will be assessed as follows: 1.5% of unpaid balance per month overdue.

Payment Methods

Invoices may be paid by credit card (Visa, Mastercard, Discover, American Express) or check. A \$25 fee will be assessed for all returned checks. A 5% service charge will apply to any postage payments made by credit card.

Project Cancellation

Should client or designer stop the project at any time during the development period, designer will invoice for work completed up to the point of termination. Cancellation fees may apply as determined by GREENGIGI.

I have read and accept the above Service Rates & Terms:

Signature_____

Date_____

Print Name_____

Company_____