

Bossi Graphix Service Policy

The services offered are very affordable, accurate, and dominate. Whatever your vision is we will help to bring it to life. The first step is to discuss with you, our client, what your goals are and the audience you are trying to reach. We want to know about your company's values and services. Once we have a feel for who you are and what you do, we can begin looking for ways to communicate your message visually.

We provide logo design, printed design, web design and other services.

PRINTING: We offer printing service with any of the above services. But this is 100% left up to you. You have the option to use your own printing company or we can assist in finding one for you.

Please Read The Fine Print:

Carefully verify that all spelling and content is correct. Make sure that you are satisfied with the overall layout. *An additional fee will be charged after the 2nd revision.* Once you (the client) approve the proof, it will be prepared for print (this is only for clients who wants to use Bossi Graphix for print). The document will print EXACTLY as it appears here. You cannot make any changes after the order is placed.

PLEASE thoroughly read all content when examining proofs BEFORE approving your order.

It is the client's responsibility to advise the designer of any errors.

By approving your order you acknowledge that the contents of the information is correct.

You acknowledge that all punctuation, spelling, design, and content are approved.

Any changes requested after the design has been approved will be at the client's expense.

Make sure to carefully proof artwork, because Bossi Graphix will not be held accountable for errors once you approve proof.

Deposits and Payment

50% deposit, 50% upon completion. A 50% non-refundable deposit is due, after a quote is issued and approved by you. The balance of the 50% is to be paid at the end of the project, once project is approved and before the final package is delivered/uploaded. Work commences 24-48 hours after deposit is received. All payments \$75 and under must be paid upfront before design process begins.

Cancellations

You can make cancellations at any time. Please keep in mind that the deposit is non-

refundable.

Additional Work During Project

During the event that there will be additional requests after the project has begun, extra fees other than the price originally quoted will apply. Client will be notified at the time of request of the additional fees.

Revisions

Revisions can be made after artwork has been presented. We allow TWO rounds of revisions. After that, however, we bill at \$20 per additional round.

Printers

We work with third-party printers that we trust and are affiliated with. In the rare case that there is a printing issue, we will work with the printers to get it resolved, but any costs incurred will not be at the expense of Bossi Graphix once the client approves the proof.

Printing Color Variations

Please note that some print materials may not show the exact same color that is showing up on your screen. This is due to the fact that each computer screen tint can be different on each screen. Any reprints required will not be at the expense of Bossi Graphix. We recommend providing Hex #s or Pantone colors' if you need exact shades matched up.

Final Artwork File Delivery

Final artwork files are emailed in a zip file or through drop box. Please notify us if there is a special request.

