

The contract between Emma de Vries and the Client will be on these conditions, to the exclusion of all other terms and conditions. Any variations to these conditions shall have no effect unless agreed in writing.

**DEPOSITS**— A deposit must be paid of 50% of the price before any work starts.

**REFUNDS**— The deposit is non-refundable.

**PAYMENT METHOD**— Emma de Vries accepts payment from Paypal, bank transfers (BACS), and cheques. Payment details will be disclosed as and when the time for payment arises. A payment will only be accepted once we receive the payment into our account. Our pricing on all services is subject to change. Prices shown on the website or otherwise are only estimates. Pricing may increase or decrease pending on difficulty/skills/resources required for the project

**OVERTIME**— Prices are based on a reasonable time schedule, and may be revised to take into consideration your “Priority Scheduling” requests requiring overtime. Knowledge of your deadlines is essential to provide an accurate estimate.

**PAYMENT/ESTIMATES**— CLIENT agrees to pay Emma de Vries in accordance with the terms specified in each proposal/estimate. Once estimate/proposal is approved work can begin. Unless otherwise specified, all subsequent balances due are payable upon art approval. Interest on past due balances is 25% per month. Emma de Vries reserves the right to refuse completion or delivery of work until past due balances are paid.

**ERRORS AND OMISSIONS**— It is the CLIENT’S responsibility to check proofs carefully for accuracy in all respects, ranging from spelling to technical illustrations. Emma de Vries is not liable for errors or omissions.

**REVISIONS AND ALTERATIONS** – New work requested by CLIENT and performed by Emma de Vries after a proposal/estimate has been approved is considered a revision or alteration. If the job changes to an extent that substantially alters the specifications described in the original price, Emma de Vries will submit a proposal revision memo to you, and a revised additional fee must be agreed to by both parties before further work proceeds.

**REVISIONS AND ALTERATIONS AFTER COMPLETION AND PAYMENT**— After the job has been completed/signed off, any extra alterations will be at an extra cost agreed upon before initial work starts.

**CANCELLATION**— You have a right to cancel your order. In the event of cancellation you will be invoiced for the cost of the work carried out so far based on our hourly rate.

**PRIVACY POLICY**— Emma de Vries are committed to protecting your privacy. Emma de Vries will only use the information that Emma de Vries collect about you lawfully (in accordance with the Data Protection Act 1998).

**COPYRIGHT**— Emma de Vries retains some rights over all design tasks undertaken. Therefore no design work is allowed to be altered, reused or resold.

**LIMITATIONS**— Emma de Vries will not design anything which intends any kind of hate or discrimination.

**MISCELLANEOUS**— Emma de Vries shall expect the Client to carry out sufficient research before proceeding with a design task. This will include checking that the website/idea/business will operate legally.

COMMUNICATION– Email will be the method of contact with regard to all communication. Although Emma de Vries can be contacted by telephone, we will use email as our method of communication and therefore it is the Client's responsibility to inform us of any change in email address so we always have up to date email contact details