

# Packages & pricing as of Jan, 2024

Strategy
Branding
Websites
Online Academy
Social Media



# Thanks so much for your interest in working together!

In this guide you'll find the list of all our current packages, pricing and timelines.

#### **ABOUT US**

We're a full-service studio of brand enchanters, magic workers, and storytellers, with 15+ years expierence of working in graphic design and fashion and 8+ years experience in the world of self development and spirituality.

#### **OUR APPROACH**

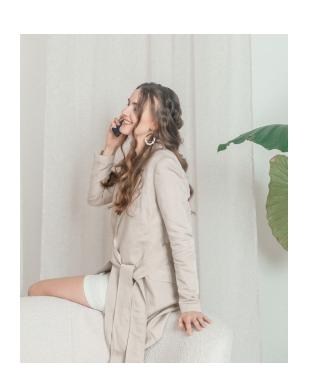
Our approach to branding is the perfect union of form and function.

Behind all our beautiful art & design, there's a thougth, a strategy.

We don't just create pretty visuals – we craft immersive brand experiences.

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"I can't thank Jessica enough for the **gorgeous logo** she created for my yoga business. Already from the first moment we called I had the feeling that **she understood what I was looking for**. It was a pleasure to work with her and create a vision board together. Jessica then sketched a wide variety of logos for me to choose from, showing how she was able to come up with different ideas for the same concept. Although we agreed on a final design quite soon, Jessica was happy to respond my endless requests for small changes.

I'm super happy with the final result. Thanks, Jess!"

Britt - Innerverse

"Jessica was a **brilliant** person to have working on my logo and she had a good idea of what I was hoping to achieve with it. **She listened to my feedback** & tried out lots of different looks & colours until I was happy with it. **She was patient & helpful with suggestions** & **I'm delighted** with the final creation.

Thank you so much!"

Tierra - Sacral Source



"A HUGE shout out to Jessica van Twuiver, designer extraordinaire, for doing such an amazing job with my artwork so far for the Eros Festival!

If you are looking for a fabulous designer who's talented, easy to work with and delivers awesome goods in great time then Jessica is your woman!

As I'm sure many of you know how amazing and very rare it is to find those attributes in one designer, so when it happens this shit needs to be shared!

So much gratitude to you Jessica! Looking forward to doing more work with you."

Nic Tovey - Eros Festival



"Jessica has been working for Taste of Love Tantra School for over 4 years. She is not only an **inspiring talented artist** that came up with **incredible designs** for us but equally important a delight to work with. On point on timelines and also important in our industry sudden **last minute jobs are always fitted in**. I can't recommend her skills if **online marketing and graphic desig**n enough. **You won't be disappointed** and **bigger jobs are not a problem** for her either."

Marion & Ron - directors Taste of Love Tantra School



The collaboration with prayanadesign was very pleasant and everything went according to agreement.

The website that has been created meets my expectations and feels very unique, because I was involved every step of the way. *Thank you Jessica and Asaf!* 

Adri de Leeuw - Massage therapist & coach



"I received a couple of designs from Prayana Design.

The process and the outcome were incredible!

High quality, a good sense of aesthetics, and in the process,

Jessica followed all the adjustments kindly and with lots of patience,

so I could receive exactly what I wanted.

I will definitely work again with her when I need.

Elving Ensh - Feminine Embodiment

# BRANDING

# **≪ Impactful & Intuitive Branding ≫**

Whether you are starting a new business or want to rebrand your current business to take it to the next level, we've got your back.

We will build you a brand that truly represents the heart and soul of your business. Ready to attract the dream clients you've always wanted..

#### WHAT'S INCLUDED

- ▶ Brainstorm Session
- ➤ Moodboard (Pinterest)
- ▶ Branding Concept Session
- ➤ Custom Logo Design

with 3 rounds of revisions

- ≥ 2 Different Colour Variations
- Sub Logo Mark
- ➤ Favicon
- ➤ Colour Palette + Colour Codes
- ➤ Font Selection
- ➤ Logo Presentation
- ▶ Brand Board

#### **TOTAL INVESTMENT:**

€1460\*

#### **TIMELINE**

3-5 weeks

A 25% non-refundable deposit is required to book your project.

Payments are divided into 4 instalments.

\* All prices are excluding tax

# BRANDING & WEBSITE

# **≪** Level Up Trajectory **≫**

#### WHAT'S INCL UDED

# **Custom Branding**

- Brainstorm Session
- ➤ Moodboard (Pinterest)
- ▶ Branding Concept Session
- ➤ Custom Logo Design

with 3 rounds of revisions

- ≥ 2 Different Colour Variations
- Sub Logo Mark
- ➤ Favicon
- ➤ Colour Palette + Colour Codes
- ➤ Font Selection

#### **TOTAL INVESTMENT:**

€3730\*

#### **TIMELINE:**

3-4 months

#### Semi Custom Website

Includes 2 rounds of revisions

- ▶ Brainstorm Session
- ➤ Website strategy asistance
- Premium template adjusted to your preference
- ▶ Branding, font & colour integration
- ➤ Homepage + 5 static pages

#### **Features:**

- ▶ Lead / contact form integration
- ➤ Email / optin form integration
- ≫ Social media links
- ≫ Optional Blog (one of the 6 pages)
- ➤ Fully responsive design
- ➤ Wordpress + Divi framework
- ≫ SEO framework installed (no content optimization included)
- ≫ Site walkthrough session/video tutorial
- ★ 6 months maintenance \*\*
- ➤ Hosting + 1 email address

All content must be provided \*before\* the start date of the project.

A 25% non-refundable deposit is required to book your project.

Payments are divided into 4 instalments.

<sup>\*</sup> All prices are excluding tax

<sup>\*\*</sup> This package comes with 6 months website maintenance, after that you have the option to extend and purchase a package or contineu maintaining your website yourself.

# **≪ Heart & Soul Brand Trajectory ≫**

#### WHAT'S INCL UDED

# **Strategy & Soul**

Setting up the core foundation of your brand

≥ 4 x 60 min Strategy Sessions (online)

# **Custom Branding**

- ▶ Brainstorm Session
- Moodboard (Pinterest)
- ▶ Branding Concept Session
- ➤ Custom Logo Design

with 3 rounds of revisions

- ≥ 2 Different Colour Variations
- Sub Logo Mark
- ➤ Favicon
- ➤ Colour Palette + Colour Codes
- ➤ Font Selection
- ➤ Logo Presentation
- ▶ Brand Board

#### **TOTAL INVESTMENT:**

€5230\*

#### **TIMELINE**

# 4-5 months

#### **Semi Custom Website**

Includes 2 rounds of revisions

- ▶ Brainstorm Session
- Website strategy asistance
- Premium template adjusted to your preference
- ▶ Branding, font & colour integration
- ➤ Homepage + 5 static pages
- ▶ Privacy, T&C, 404 page
- ► Link in bio page

#### **Features:**

- ▶ Lead / contact form integration
- ➤ Email / optin form integration
- ➤ Social media links
- Deprioral Blog (one of the 6 pages)
- ➤ Fully responsive design
- ➤ Wordpress + Divi framework
- ≫ SEO framework installed (no content optimization included)
- ≫ Site walkthrough session/video tutorial
- ➤ Hosting + 1 email address

All content must be provided \*before\* the start date of the project. A 25% non-refundable deposit is required to book your project. Payments are divided into 4 instalments.

<sup>\*</sup> All prices are excluding tax

<sup>\*\*</sup> This package comes with 6 months website maintenance, after that you have the option to extend and purchase a package or contineu maintaining your website yourself.

# **≪** Dream Brand Trajectory **≫**

#### WHAT'S INCL UDED

# **Custom Branding**

- ▶ Brainstorm Session
- ➤ Moodboard (Pinterest)
- ▶ Branding Concept Session
- ➤ Custom Logo Design

with 3 rounds of revisions

- ≥ 2 Different Colour Variations
- Sub Logo Mark
- ➤ Favicon
- ➤ Colour Palette + Colour Codes
- ➤ Font Selection
- ➤ Logo Presentation
- ▶ Brand Board

#### **INVESTMENT STARTING AT:**

€5000\*

#### **TIMELINE**

4-5 months

# **Fully Custom Website**

Includes 3 rounds of revisions

- **≫** Brainstorm Session
- ➤ Website strategy asistance
- ▶ Premium Custom Design
- ▶ Branding, font & colour integration
- ➤ Homepage + 5 static pages
- ▶ Privacy, T&C, 404 page
- ► Link in bio page

#### **Features:**

- ▶ Lead / contact form integration
- ➤ Email / optin form integration
- Social media links
- ➤ Optional Blog (one of the 6 pages)
- ➤ Fully responsive design
- ➤ Wordpress + Divi framework
- ≫ SEO framework installed (no content optimization included)
- Site walkthrough session/video tutorial
- ≫ 6 months maintaince\*
- ➤ Hosting + 1 email address

All content must be provided \*before\* the start date of the project.

A 25% non-refundable deposit is required to book your project.

Payments are divided into 4 instalments.

- \* All prices are excluding tax
- \*\* This package comes with 6 months website maintenance, after that you have the option to extend and purchase a package or contineu maintaining your website yourself.

# **≪** Online Learndash Academy **≫**

An Online Learndash Academy is a platform that provides online courses and training through the use of the Learndash learning management system. This type of academy typically offers a variety of courses in different niches, including business, technology, education, health, and lifestyle.

Learndash is a powerful and user-friendly plugin for WordPress that enables educators and trainers to create and sell online courses. Its features include creating and managing courses and lessons, adding quizzes and assignments, and tracking student progress.

The possibilities of an Online Learndash Academy are vast. Learners can access courses from anywhere with an internet connection, making education more accessible to people around the world. Learners can learn at their own pace, and the courses can be customized to meet their unique learning needs. Additionally, businesses can use Learndash to train their employees remotely, saving time and money on travel and in-person training.

Overall, an Online Learndash Academy provides a flexible and cost-effective way to acquire new knowledge and skills or improve existing ones.

#### WHAT'S INCL UDED

#### 2 rounds of revisions

- ▶ Brainstorm Session
- ▶ Branding integration & customisation
- Learndash integration on your Wordpress Website
- ▶ Payment integrations
- Automated access for your customers
- 1 course integrated for you
- Site walkthrough session

#### **INVESTMENT STARTING AT:**

€1500\*

#### **TIMELINE**

1-3 months

All content must be provided \*before\* the start date of the project. A 25% non-refundable deposit is required to book your project. Payments are divided into 4 instalments.

\* All prices are excluding tax

# **BRAND STRATEGY**

#### WHY DO I NEED BRAND STRATEGY?

When it comes to your brand, you want people to see more than just a pretty face. You want to give them an experience, to evoke an emotion, a longing or nostalgia. You want them to connect to your mission and message and engage with your content.

#### **HOW DO WE ACHIEVE THIS?**

We craft brand strategies founded on psychology, research, data and experience. It's not about what "looks good" - it's about what works!

#### WHAT RESULTS CAN I EXPECT?

A strong brand strategy results in more effective messaging (visual / graphic as well as verbal / written). That in turn results in more followers, higher engagement, increased website traffic, higher conversion rates, higher retention rates, and overall better quality of clients/customers aligned with your brand and values.

#### **SESSION STRUCTURE:**

#### 1. CLARITY

(what you do)

#### 2. CHARACTER

(who you are)

#### 3. CREDIBILITY

(why people should trust you)

#### 4. CREATIVITY

(how you express yourself)

#### **TOPICS CAN INCLUDE:**

**Brand Positioning** 

**Target Audience** 

**Brand Identity** 

Marketing Channels

Social Media

**Creative Content** 

Storytelling

**Brand Experience** 

Competitors

Website

We will plan four sessions of around one hour, one session per subject to brainstorm and get to the core essence of who you are, what defines you and how we can create a solid foundation for your business together. The sessions also serve as preparation for branding and/or website trajectories. The foundation for a successful journey creating your dream business. The Brand Strategy trajectory is one month. We will aim to have one session a week and after each session you will recieve homework. During 30 days you will have unlimted email and whatsapp support for any questions or feedback.

**INVESTMENT:** 

€490\*

**TIMELINE:** 

1 month

# SEMI VS FULLY CUSTOM WEBSITES

A semi-custom website made with a template is often a pre-designed website that can be customised with your own branding and content. The design elements and functionality options are limited by the template chosen.

On the other hand, a fully custom-designed website provides a more unique and personalized design that is tailored to your specific brand and needs. The design and functionality are created from scratch, allowing for more creative freedom and flexibility.

Overall, a semi-custom website made with a template is generally a quicker and more cost-effective option, while a fully customized website made with Word-Press Divi provides a more personalized and high-quality result.

All our websites are made with Wordpress Divi. They all come with a video tutorial on how to manage your website and make text and images changes yourself.

Which one suits you best?

#### **SEMI CUSTOM**

- ➤ You are on a budget
- >> You want your new website as soon as possible
- ➤ Templates are often tried and tested and less prone to have bugs and other issues.

#### **GOOD TO KNOW:**

They are still highly customisable and your website will be in line with your branding, implementing your logo's, colours and typography is not a problem.

#### **FULLY CUSTOM**

- > You know exaclty what you want
- $\gg$  You might be a perfectionist
- Having a unique website is important to you
- ≫ Better user experience by cathering the design to your customer journey

#### **GOOD TO KNOW:**

- ➢ Although we sometimes use code here and there, we do not offer fully coded websites. At times we might be limited to the options Wordpress Divi offers us.
- ➤ We need your content organised per page, all text and images ready before we can give you an exact quote of the costs of your website.

# **BRANDING ADD-ONS**

#### Hourly Rate for One-Off work

€79/hour\* - turnaround time of 6 - 8 business days

Weekend rate or after 7pm: €99\*/hour (only on agreement)

Deadline within 24 hrs: €99\*/hour (only on agreement)

#### Stationary/Collateral Items

Businesscard, letterhead, (facebook) cover banner, stamp, sticker, postcard etc.

from €125\*/each

two revisions included

#### **Custom Illustration**

from €195\*/each

two revision included

#### **Newsletter Design**

from €195\*/each

two revision included

#### **Brand Guide Book**

€295\* - two revision included

#### **Curated Stock Photography Library of 15 images**

€145\* - two revisions included

These services are only available for current and past clients. Payments need to be made up front.

<sup>\*</sup> All prices are excluding tax

# WEBSITE ADD-ONS

Additional Pages Design & development; 2 revisions included	€195 (from)
Blog or Portfolio Design & development; 2 revisions included	€250 (from)
Landing page/Sales Page/Click-Funnel 2 revisions included	€550 (from)
Link in bio page	€145 (from)
Booking System Integration	€180
Translation/ language option	€500 (from)
Page Speed Optimization	€195 (from)
Domain and hosting assistance	<b>€</b> 75
Email (single inbox)	€25
2 years 4 years	€49
Email service, backup & account transfer	€ $75$ (from)
Email sycronisation service	€49 (from)
Hosting +SLL security certificate for 3 years	€160

# WEBSITE MAINTENANCE & SUPPORT

Maintenance for a website is a very important. On your website, we will likely install premium themes and plugins that are included in the package. These need to be updated regularly along with the WordPress installation in order to keep the website functioning smoothly.

MINI	BASIC	EXTRA
Montly maintenance	2-weekly maintenance	Weekly maintenance
Updates WordPress and plugins	Updates WordPress and plugins	Updates WordPress and plugins
Back-ups	Back-ups	Back-ups
<del>Database cleaning</del>	Database cleaning	Database cleaning
Website security updates	Website security updates	Website security updates
	30 min support p/m text and image changes	60 min support p/m text and image changes
Not possible for webshop or online academy Does not include problem solving	Not possible for webshop or online academy	Recommended for webshop or online academy



\*pay per 6 months \* excl. tax



\*pay per 6 months
\* excl. tax



\*pay per 6 months \* excl. tax

#### **Terms & Conditions:**

- ➤ Packages are paid upfront for either 6 months or monthly. After the 6 month package is finished it can be paid monthly for the same reduced price.
- *Support time can only be used in the same month and cannot be taken to the next month.*
- $\gg$  When there is overdue maintenance we might charge extra. This we be done after consultation only.
- ➤ Problems that accur after updating are not included in the mini package. In the Basic and Extra package the time needed to solve the problems is reduced from the support time. After that we charge our hour rate.

# SOCIAL MEDIA

# **CANVA TEMPLATES**

# **≪ Social Media Canva Starter Pack ≫**

### **Package Contents**

- ≥ 5 unique templates, in line with your branding, editable in Canva
- ➤ Choice in dimensions
- ➤ To use on social media channel of your choice

#### **Bonus Material**

- Nideo tutorial explaining how to customise the templates yourself in Canva

  Note: The property of the pr
- > Social Media Month Calendar with ideas and space for your own additions

#### How Does It Work?

We will send you a form in which you can fill in your preferences, inspiration and ideas.

Then we get to work and make a proposal of 10 templates.

From this you can choose 5 template and will have 2 rounds for adjustments included.

The 5 final templates will be sent to you together with the video tutorial and the monthly calendar.

#### **TOTAL INVESTMENT:**

€295\*

**TIMELINE** 

2 weeks

These services are only available for current and past clients.

Payments need to be made up front.

\* All prices are excluding tax

# **≪** Social Media Canva Expander Pack **≫**

# **Package Contents**

- > 10 unique templates, in line with your branding, editable in Canva
- ≥ 2x story templates
- ➤ Choice in dimensions
- > To use on social media channel of your choice

#### **Bonus Material**

- >> Video tutorial explaining how to customise the templates yourself in Canva
- > Social Media Month Calendar with ideas and space for your own additions
- ≫ 5 curated stock images

#### How Does It Work?

We will send you a form in which you can fill in your preferences, inspiration and ideas.

Then we get to work and make a proposal of 10 templates.

From this you will have 2 rounds for adjustments included.

The 5 final templates will be sent to you together with the video tutorial and the monthly calendar.

#### **TOTAL INVESTMENT:**

**€**495\*

**TIMELINE** 

2 weeks

These services are only available for current and past clients.

Payments need to be made up front.

\* All prices are excluding tax

#### **Social Media Canva Premium Pack ≥**

# **Package Contents**

- ▶ 12 unique templates, in line with your branding, editable in Canva
- > 5 unique animated templates, in line with your branding, editable in Canva
- ➤ Choice in dimensions
- > To use on social media channel of your choice

#### **Bonus Material**

- Nideo tutorial explaining how to customise the templates yourself in Canva

  Note: The property of the pr
- > Social Media Month Calendar with ideas and space for your own additions
- ▶ 10 curated stock images

#### How Does It Work?

We will send you a form in which you can fill in your preferences, inspiration and ideas.

Then we get to work and make a proposal of 10 templates, 5 unique animated templates and 5x story templates.

From this you will have 2 rounds for adjustments included.

The 5 final templates will be sent to you together with the video tutorial and the monthly calendar.

#### **TOTAL INVESTMENT:**

€950\*

TIMELINE

2 weeks

These services are only available for current and past clients.

Payments need to be made up front.

\* All prices are excluding tax

# SOCIAL MEDIA

# **ONGOING SUPPORT**

# Why let us manage your social media?

Social Media Management can be really daunting and very time consuming, especially when you don't know what you are doing.

This is where we come in and take all the stress out of your hands!

We can advice you on the content your clients want to see, we know what will create engagement from your followers, we know exactly how to broaden your audience. Which hashtags to use, when to post etc etc. All the little details that make a huge difference on the success of your social media platform and the generation of new clients.

Because that's the ultimate goal; turning your followers into converting clients.

No more time wasting, no more frustration. Instead, you focus on what you are good at. Get ready for a new stream of excited clients.



# **≪ Essential Ongoing Social Media Management ≫**

# **Package Contents**

- Intake
- ▶ Personal Client Portal
- ≫ Strategy/Brainstorm Call
- ➤ Account review and optimisation
- ➤ Profile text
- ➤ Content Planning
- ≥ 2 platforms (Facebook + Instagram)
- ≥ 2 posts per week (content creation
- + hashtags + engagement)
- ≥ 1 tot 2 stories per week
- ➤ Hashtag strategy
- ▶ Private Messages (engagement)
- Monthly rapports
- ➤ Contact trough email or slack
- ➤ Ongoing Email support

#### Not included:

- x Caption texts
- x LinkedIn
- x Comprehensive strategy assistance
- x Organising giveaways
- x Paid advertising
- x Reels

#### How Does It Work?

We send you a form to collect all the information we need from you. Then we have with a (video) call to discuss your Instagram and/or Facebook account. We help you set up the right foundations and define your goals and audience. Your social media needs to communicate the right messages and fit your brand. You will start with collecting your content; pictures, images, video's. Animations, client reviews, blogs, articles, quotes etc. In the Essential Package you also have to write your own captions for the posts.

We work on your content calendar and templates and once we have all your content we will start planning your posts and start engaging with your audience.

Every month, you are responsible for delivering enough content (images & text) for us to work with. We help you with ideas and make sure everything is on brand, in line with the interests of your audience and gets posted on the best days and times.

Extra posts or add-ons can be purchased extra according to our hour rate at any time.

#### **INVESTMENT:**

€ 595\*,- per month

These services are only available for current and past clients.

Payments need to be made up front.

\* All prices are excluding tax

# **≪ Premium Ongoing Social Media Management ≫**

# **Package Contents**

- ▶ Personal Client Portal
- Strategy/Brainstorm Call
- ➤ Comprehensive strategy assistance
- Account review and optimisation
- ▶ Profile text
- ➤ Content Planning
- ≫ 3 platforms (Facebook + Instagram)
- + LinkedIn)
- ≥ 3 posts per week (content creation
- + caption + hashtags + engagement)
- ≥ 2 tot 3 stories per week
- ≥ 1 Reel per week
- ➤ Hashtag strategy
- ▶ Private Messages (engagement)
- Monthly rapports
- ➤ Ongoing ontact trough email or slack
- ▶ LinkedIn

#### Not included:

- x Organising giveaways
- x Paid advertising

#### **INVESTMENT:**

€ 795\*,- per month

#### **How Does It Work?**

We send you a form to collect all the information we need from you. Then we have with a (video) call to discuss your Instagram and/or Facebook account. We help you set up the right foundations and define your goals and audience. Your social media needs to communicate the right messages and fit your brand. You will start with collecting your content; pictures, images, video's. Animations, client reviews, blogs, articles, quotes etc.

We work on your content calendar and templates and once we have all your content we will start planning your posts and start engaging with your audience.

Every month, you are responsible for delivering enough content (images) for us to work with. We help you with ideas and make sure everything is on brand, in line with the interests of your audience and gets posted on the best days and times.

Extra posts or add-ons can be purchased extra according to our hour rate at any time.

These services are only available for current and past clients.
Payments need to be made up front.

<sup>\*</sup> All prices are excluding tax



#### "Jessica and Asaf really took the time to listen to me"

"Thank you for the support and great work! I'm very happy with the logo and website display. Jessica and Asaf really took the time to listen to me and make sure that my vision was **captured in a beautiful design**.

I would definitely recommend working with them!"

Ines Bouyaqba - Womens Embodiment Coach



"Jessica is a very talented and patient graphic designer."

"She takes the time it needs to refine a project until it meets the expectations.

She is amazing at picking up the wishes of the costumer, and also to give a professional suggestion. She is very creative and I love the logo, business cards, and Instagram template that she created for my business.

I fully recommend her services."

Diana Ciocla - Tantric Sexuality Mentor



"Jessica cares about her clients and has been super helpful"

"I've worked with Jessica on a variety of design projects over the course of 2 years or so. I'm happy to say it has been a consistently great experience, and I've always been pleased with the end results of the work. Jessica is communicates clearly, cares about her clients, and has been super helpful when working through any challenges we discover along the way. Recommended!"

Stu Dixon - Creative Director

# Terms & Conditions

as of Jan, 2024

#### How we'll work together

All design work created by Prayana Design [PD] is subject to the following terms and conditions. Please ensure you understand them before commencing any design project. If you have any questions about anything contained in these terms and conditions please contact PD for clarification prior to placing your order. By placing an order, you as a client are entering a legally binding contract for services and agree to these terms and conditions.

#### Communication

PD can be reached by email (info@prayanadesign.com) and phone (+31 626271015). PD will try to get back to you within 48 hours.

#### Design ownership

Any design options that are sent to you during the design process are owned by PD and permission is not given for them to be reproduced by anyone else, or to be posted to social media. Once a design is approved and fully paid for, you, the client, will own the finished design. This does not include the working files. Unused design concepts remain the property of PD and may be used for other clients in the future. PD retains personal rights for the use of completed projects as examples in their design portfolio and marketing materials (unless other arrangements have been made).

#### Revisions

The design fee includes the specified number of revisions in the package chosen. Additional revisions or alterations are charged at a rate of €65 per hour.

#### **Images**

Any images supplied to PD for use in a design project must be high resolution and accompanied by appropriate written approval of the photographer. PD will not be responsible for any legal issues or copyright breaches as a result of the use or printing of supplied images. PD can source high resolution stock images with the correct commercial license rights on your behalf, PD requires full payment prior to approved images being downloaded. PD is not responsible for colour variation occurring if the image requires conversion from RGB to CMYK.

#### **Approval of Artwork**

Whilst PD takes all care to avoid errors, PD is not responsible for any spelling, grammatical, typographical errors, omissions or incorrect information in the final product. It is the client's responsibility to thoroughly check all proofs and give their approval via email before the final work will be released to the client and/or sent to print upon payment being received. Any changes that are required post approval will incur an additional design fee to cover the time it takes to make the changes.

#### File Supply

Logo files are supplied electronically to the client in print and web-friendly formats. Print files will be supplied as high resolution PDFs with crop marks. If other file types are required please specify when asking for a quote. If unsure of file type required please explain your planned use. All original artwork and source files remain the property of PD unless otherwise arranged; there will be a fee for supply of original artwork and source files. All supplied artwork can only be used for its intended purchase, and must not be altered.

#### **Colour Variation**

Please note there may be colour variation between the screen and final product. This occurs due to differences in the way colours are managed on the screen (RGB) and print (CMYK). Screen proofing is not indicative of the final print result, printed colours can vary between printing companies, jobs and different print runs. PD will not be responsible for any colour variations on printing as these factors are beyond control.

#### **Payment**

The client agrees to pay a 50% deposit prior to commencement of the design pro-ject. This deposit secures the project into PD 's schedule. The deposit is non-refundable, and can only be used for the specified project. If client feedback takes longer than three (3) weeks PD reserves the right to invoice for work created thus far. The balance is payable before release of final files. Any additional charges (stock images, non-standard typefaces, printing etc.) are due at the time they are incurred and must be paid for upfront. Excessive alterations are charged at an hourly rate. Payments are due fourteen (14) days from issuance of invoice, unless otherwise arranged. A two and a half percent (2.5%) monthly service charge will be billed against overdue invoices/late payments. When the client fails to respond, give feedback or in any other way stagnates the process we will charge the final bill when our lead time has passed + a 10% fine over the total project price.

#### **Payment Options**

The currency accepted is Euro€

Bank transfer are preferred or are possible trough PayPal.

Payment details will be provided on the invoice.

Transfer costs are always paid by the client.

#### Cancellations / Refunds

You, the client, and PD may determine to cancel a design job at any time, if the design work/relationship is thought to be unsatisfactory by either party. Written confirmation is required for any cancellation. 50% of the deposit is non-refundable once the design process has commenced, this is deemed to have occurred on receipt of a completed design brief and agreement on the design quote from the client and once sketching or designs have started. If a design project is canceled by the client prior to project completion a pro-rata payment may be applicable on any project that is more than 50% complete (as determined by PD) for time spent on the project before the cancellation notice was received. In the event of project cancellation PD retains ownership of all original artwork and therefore cannot be reproduced by anyone else.

#### **Privacy Policy**

Your privacy is important. PD respects your privacy and personal details. Any information supplied to PD during the design process will be solely used for that purpose and not disclosed to any third parties without written consent of the client. Your email address will be added to the PD mailing list in order to keep you upto-date on PD availability around busy periods. You are welcome to unsubscribe from this list at any time.

#### **Acceptance of PD Terms and Conditions**

Acceptance of these terms happen automatically by payment of the deposit or verbal agreement to collaborate after receival of this document.

#### **Closing Statement**

Thank you for taking the time to read these terms and conditions. If you have any queries please get in touch with Prayana Design. This agreement is made between you the client, and PD.