



PHOTOGRAPHY AND GRAPHIC DESIGN STUDIO

# TERMS AND CONDITIONS

## DEPOSITS & PAYMENTS

For all projects a non refundable deposit of at least 50% is required before work will begin. Remaining balance must be paid within 48 hours of your final approval of the design concept or the project is subject to cancellation. Once the final payment is made, the project will be finalized and all files will be sent to you. Payments are all made via Venmo, Chase Quick Pay, Zelle, Paypal or Cash. No project will begin until payment has been 100% cleared.

## REFUNDS & CANCELLATIONS

Maiya's Media does not provide refunds for any services unless agreed upon. Wanting to use another company or having buyers remorse is not suitable for a refund. Once payment has been made to Maiya's Media, the project will begin in the time frame given to the client. A time frame is provided, however, there may be an additional business day or two needed before I can begin if its a delay in prior projects or if revisions are being made.

If for any reason you want to cancel a service already rendered or paid for, that is your personal choice. However, due to the work produced or in process, payments already received by Maiya's Media will not be refunded.

If partial work has already been received by the client and they choose to cancel, the partial or full payment that has been paid will not be refunded. Ownership of all graphic work, layouts and development will remain in the property of Maiya's Media. The client will not be sent the remaining work for their ownership. If the project is completed, ownership will be sent to client after the full payment is received.

The only reason any refund is in the event Maiya's Media is unable to do the project for personal reasons or illness.

## MOCKUPS

Draft mockup images of any kind are for the purpose of approval only. They may not be copied, manipulated, or sent to any other person or company other than those directly involved with the project without permission from Maiya Anukwuem. All drafts are owned by Maiya's Media.

## CONTENT DELIVERY FILES & POLICY

All designs and projects are sent in the form of an email from me ("Maiya's Media"). Logo designs will always be sent in a transparent, .JPG, .PNG and .PDF format. Other digital projects (flyers, business cards, etc) are sent in .PDF, .JPG and .PNG format.

All original .PSD or .AI files remain in the possession of Maiya's Media. Ownership of .PSD (adobe photoshop) and .AI (adobe illustrator) files will be an additional \$45. Once finalized project files have been delivered to you, you own the rights to what you have purchased. Copyrighting and/or trademarking your logo is up to you and not the responsibility of Maiya's Media.

Once completed, the client also give Maiya's Media the right to use for portfolio and/or marketing purposes unless stated otherwise.

## ACCEPTANCE OF TERMS

\_\_\_\_\_ promises to pay for the services by Maiya's Media for the work agreed upon. By signing above, Client agrees they have read, understood, and are considered legally bonded to these terms and conditions.

All Terms & Conditions are subject to change at any time. Last updated: 7/31/2018