



# Policy

## Notice

-If a Client needs a project completed in less than a week, the Client understands there will be a rush fee (pricing varies depending on timeframe and project).

-Orders will be processed Monday-Friday.

-Orders totaling up to \$200.00 will be due in full at the time of the order placed, orders totaling \$201.00-\$500.00 will require a 50% deposit of total due at the time of the order placed, and orders totaling \$501.00 and above will required a deposit of 75% at the time of the order placed.

-No Refunds on Deposits, The Print & Craft Co. agrees to complete all projects in a timely manner. The Print & Craft Co. will always render services as agreed upon.

-There will be a Design Fee starting at \$50 for all orders that need images/designs created, this does not include simple image resizing. It is The Print & Craft Co.'s discretion to charge for minor alterations to images/designs.

-A mock up will be provided for all projects prior to work beginning.

## Invoices

The Print & Craft Co. will invoice the Client after completion of milestone(s) or the Project, unless otherwise noted in the Payment schedule. The Client agrees to pay invoice(s) by the due date(s) specified and/or pick up date specified. Unpaid or overdue invoices may result in suspension or termination of the Project if the final invoice is left unpaid for more than 3 days (Monday-Sunday) after the due date, unless other conversation is had with a representative of The Print & Craft Co.. The Client understands that Good(s) will not be picked up/delivered/shipped without a final payment.

## **Payment Methods**

Payment will be made to the Business via cash, check, an approved payment card, or by any other payment method determined by the Business.

## **No Refunds**

The Customer will be assumed to have accepted the Goods unconditionally unless a claim that the Good(s) are defective is made within 24hours from the date of final receipt.

## **Modifications**

The Client agrees to notify The Print & Craft Co. immediately of any changes to any Projects. The Client understands that they may be subjected to additional fees associated with any of the changes.

## **Termination of Contract**

The Contract ends upon completion of each project unless one of the parties ends the contract before that time. If one of the parties chooses to end the Project prior to the Project completion, the Client understands that the deposit is non-refundable. If The Print & Craft Co. ends the Project prior to completion, it is at the discretion of the business to refund the deposit partially or in full.