

..... CONTRACT OF CMMEDIA SERVICES 2023 .....

Please note that unless concerns or questions are voiced, CMMedia reserves the right to presume that you have read, understood and agreed the Terms and Conditions. Therefore, all terms stand for the duration of the project.

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**Terms of Contract:**

1. This is a legally binding contract between Connie Meek Media and the client that constitutes an order for the services found in detail on the client invoice, proposal and/or quote. The client hereby allows permissions for all work produced to be used and shared by Connie for self-promotional purposes, once the client has first publicly launched their content. Unused content created and produced during the process and which are not included in the final signed-off content, remain in full ownership of CMMedia to do with as they please.
2. Full payment of the non-refundable deposit (50% of total invoice cost) is required in order to secure the job. Upon signing this contract, the CMMedia will reserve the time to fulfil the needs of the client. No work will take place and no rights are granted until timely payment is made on the deposit. Should the deposit not be paid, the client is automatically surrendering to the availability of CMMedia, and their process may be delayed.
3. The total fee for this project can be found on the attached official invoice. The total amount is subject to change at any time during the project if the designer believes there is to be more work carried out.
4. Unless stated otherwise, the client is entitled to 5 revisions. Should the client require more revisions or the designer believes the work to be more complex than initially set out, additional fees will occur. Furthermore, any additional work beyond the services listed above will result in an added billing to the invoice. Additional fees will be discussed and agreed before any work is continued.

**Graphic Design**

5. The client is entitled to the designs in the following formats: png, jpg & PDF upon request at no additional cost. If the client requires the designs in the following formats: psd, eps or ai, a small release fee of £15.00 per format will be incurred.
6. Once the project is signed-off and the offboarding process is complete, a remaining balance invoice will be produced which will include the original invoice total as well as any additional fees that have occurred during the process. The client is expected to pay the remaining balance within 5 working days of receipt of the final invoice.
7. If the client re-approaches CMMedia after the project is complete and signed-off for amendments to any content created during the process, however small, CMMedia is entitled to implement an additional design and administration fee that will be quoted and agreed before any designing has begun. Thereafter, the above steps are adopted and a 50% non-refundable booking fee is expected to be made in order to continue.

**Storing Files**

8. Any footage, raw files or design files produced by CMMedia for the client during the project will be kept on file for 12 months. After 12 months, CMMedia will approach the client and offer the opportunity for the files to be transferred to the client. If the client declines or does not respond after 2 approaches, CMMedia will reserve the right to conclude that the client does not wish to store the files themselves. Thus, all files will be permanently deleted. The client will be made known of this before the files are finally deleted.
9. Any final edited films, photographs and/or PDFs of designs will be kept for 24 months. After 24 months, CMMedia will approach the client and offer the opportunity for the final edited files to be transferred to the client. If the client declines or does not respond after 2 approaches, CMMedia will reserve the right to conclude that the client does not wish to store the files themselves. Thus, all files will be permanently deleted. The client will be made known of this before the files are finally deleted.