

Project Scope

Each project I do for an individual or organisation is unique. A face-to-face meeting or a phone call is required in order to ascertain the requirements, parameters, timescales and budget of a project.

Subsequent to the meeting or call, but before work on the project commences, I will outline the brief, the project aims, timescales and costs in a concise, written summary. This enables both a client and myself to understand precisely and clearly, the exact nature of the work I am about to undertake.

I will only commence work on the project once the initial payment has been received.

Payment

I require 50% payment in advance before beginning any work. Until this payment is received I will be unable to place your project into my work schedule.

Full payment in advance is of course, most welcome. A five percent discount will be deducted from the invoice if full payment is made in advance.

If the project is long-term and/or of a significant or increasing cost, then I reserve the right to ask for further intermediate payments.

The final balance is to be paid on or before completion of the project when the work has been approved. Only when the final payment has been received will any requested digital files be released. Only on this final payment will full rights to the work be transferred.

Payments can be made via bank transfer or cheque. Further details on request.

Ownership

All preparation material, roughs, visuals and imagery including the electronic files used to create the project, remain the property of myself.

Should any client attempt to use by way of modification, alteration, replication or steal any of my ideas, designs or imagery without making agreed final payment, I will take immediate legal advice.

Due to the lengthy and often costly procedures required to initiate any form of trademark, copyright and legal name search, I am unable to help with this. If you require any work to be trademarked, then you must seek proper legal advice.

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