

Find the Axis

Design Services Policies

For those of you (or us) that need to be protected from the precious few who take advantage of situations, we have set the following policies in place. By acquiring our services (including all book cover design, interior layout and design, and website design), you agree to our policies:

Payment:

Payment is due upfront for **all paid** services rendered. If fees are incurred (see below), payment is due before releasing the final copy to you. Accepted payment forms include: PayPal, personal checks, and money orders.

Contact:

All contact will be done via email, both for your protection and ours. This way no mistakes can be made by transcription of what each other have said over the phone.

Revisions:

- Two revisions are allowed after the acceptance of our design. This includes **all services** provided by Find the Axis. Revisions thereafter will be charged a \$50 per hour fee.
- Please be aware, text edits must be complete 100%. Anything beyond design format revisions (including spell checking, grammar or re-writes) have a \$50 fee to revise per hour (\$50 minimum).
- Resizing of work after the project has been started by a designer has a \$100 fee. If resizing of the project is required after design acceptance, the full cost of the project will be reissued.

Time Frame/Deadlines (Rush Charges):

- Upon acquiring our services, we have (60) days to reach project completion. Unless an agreed upon start and stop time is set up front, anything after (60) days will require a flat fee of \$200 to reactivate your project for another (60) days. *Be sure to hire us when you are ready to start and complete your project.*

- If you are in need of your project to be turned around in less than 5 days, a Rush Fee of \$200 will be charged. If at any point you request rush completion during your (60) day time period, (less than 2 day turn around), the Rush Fee of \$200 is charged.

Find the Axis Errors:

All errors produced by Find the Axis will be fixed at no charge. This includes: interior formatting errors (off indents, random breaks, etc) or incorrect cover and interior dimensions that differ from contract.