

Thank you for beginning your project with Spin Digital Imaging. To help us get acquainted, this briefly summarizes our billing procedures regarding design and print. If you have questions, or wish to make special arrangements, please call.

How we charge for services

Spin Digital Imaging estimates are made according to the various tasks involved in the design and production process. These rates are broken down to cover normal everyday expenses such as faxes, travel, phone calls, office expenses in addition to job costs such as materials, delivery fees, color proofs, high resolution output, etc. plus a small margin to cover the regular costs of doing business. Experimental or preliminary work performed at the clients request will be charged at the current rates.

Other services can be arranged by Spin Digital Imaging, or we will work with whomever you designate. In order to keep a handle on your job costs, any of these outside services will be billed directly to your company by the provider to avoid any mark-up on our part.

The final costs for any design project depends on time expended. We never charge different rates for sizes or types of clients. We find this arrangement is beneficial to our clients because it rewards efficiency. Good input, organization and a few well run meetings always directly result in lower costs.

Estimates

Creative projects by nature are subjective and this prevents Spin Digital Imaging from giving firm quotes on design projects. We always provide a written estimate of what we believe a project will cost and of course the better the input, the closer the estimate will be on the final bill.

We also recognize the need for budget control and financial accountability, so we always supplement our written estimates with verbal reports or email as the job progresses. In addition, we immediately send 'change order' forms whenever significant revisions are requested that may affect the cost of the project, and if, at any time, it appears the project will run over 10% higher than our written estimate, we will inform you immediately. The progress reports eliminate most end-of-job surprises, and allow you to terminate a project at any time with no obligation beyond the time we have already invested. An estimate not accepted within 30 days may be changed.

Materials

Any artwork supplied to Spin Digital Imaging for use in assigned projects is to be free of copyright or licensing permission granted for use is to be submitted in writing. Spin Digital Imaging guarantees it will notify the client of any licensing or permissions required for art generated or purchased by this company.

Terms

To start design work, we require a company purchase order (when necessary) and payment for 50% of the estimate. The balance will be invoiced upon delivery of final materials. If a project is delayed beyond 30 days, Spin Digital Imaging will invoice for work completed to date. Canceled orders require compensation for incurred costs and related obligations.

When approved for terms, all invoices are net 30 days.

Client agrees that it shall not hold Spin Digital Imaging liable for any incidental or consequential damages which arise from Spin Digital Imaging's failure to perform any aspect of the projects in a timely manner, regardless of whether such failure was caused by intentional or negligent acts of Spin Digital Imaging or a third party. Claims for defects, damages, or shortages must be made by the client in writing no later than 10 calendar days. If no such claim is made, the provider and the client will understand that the job has been accepted and all terms, conditions, and specifications have been satisfied.

The final approval of proofs shall evidence of acceptance of these terms.

If you have any questions about or terms, please call. We look forward to working with you on this project.

Ownership of Artwork

_____ is purchasing rights to direct reproduction upon receipt of final payment. Copyright ownership of original designs by Spin Digital Imaging is retained by Spin Digital Imaging.

It is the clients responsibility to maintain a copy of the original file. Spin Digital Imaging is not responsible for accidental damage to media supplied by the customer or for the accuracy of furnished input or final output. Until digital input can be evaluated by us, no claims or promises are made about the ability to work with jobs submitted in digital format, and no liability is assumed for problems that may arise. Any additional translating or editing needed to utilize customer-supplied files will be charged at prevailing rates.

Prepress Proofs

Spin Digital Imaging will submit proofs as hard copies or electronic files for the customer's review and approval. Corrections will be returned to us on a "master set" marked "O.K. as is," "O.K. with corrections," or "Revised proof required" and signed by the client or email corrections. Until the master set is received or email confirmation for final approval, no additional work will be performed. We will not be responsible for undetected production errors if:

- proofs are not required by the client
- the work is printed per the clients O.K.
- requests for changes are communicated orally or electronically

Color Proofing

Because of differences in equipment, paper, inks, and other conditions between color proofing and production prepress operations, a reasonable variation in color between proofs and the completed job is to be expected. When variation of this kind occurs, it will be considered acceptable performance.

Production Schedules

Production schedules will be established and followed by both the client and Spin Digital Imaging. In the event that production schedules are not adhered to by the client, delivery dates will be subject to renegotiation. There will be no liability or penalty for delays due to state of war, riot, civil disorder, fire, strikes, accidents, action of government or civil authority, acts of God, or other causes beyond the control of the provider. In such cases, schedules will be extended by an amount of time equal to delay incurred.