



## Terms & Conditions

### Motion Design

The process of animation should start after the first agreement from the Client's brief. The amount of time to animate would depend on how complex the project is, on average it shall take up to 7 working days after the first agreement from the Client's brief. The Illustration in the animation will not be included since I am focusing on just animating, providing the illustration beforehand will be very appreciated, if the illustration is not included from the Client, I will need to hire someone to the illustration for the project.

### Social Media Design

Social media design shall take up to 5 working days after the first agreement from the Client's brief, working time will vary on the quantity of the Client's demand.

### Video Editing

Video Editing shall take up to 5 working days after the first agreement from the Client's brief, working time will vary on the complexity of the Client's need.

### Storyboard (Motion Design)

This process will ONLY be included in the service of Motion Design. The payment for this process is included within the service's cost.

### Payment

1. The client is asked to pay the first 50% of the project fees as a down payment as it applies to every service and the remaining 50% of the payment will be paid before the final deliveries are received.
2. The cost of multiple services for a project will vary to the Client's needs.
3. More than 4 times of Revision, the Client will be charged additional costs.
4. By remitting the first 50% of the down payment, the Client is accepting the Terms and Conditions.
5. I reserve the right to give notice if the completed project payment exceeds 14 days.
6. I reserve the right to charge additional costs if the Client requests changes to the project, from the original project brief.
7. If the Client cancels an order after work has proceeded they, will be charged for any work undertaken and expenses incurred up to the cancellation date at a rate relative to the agreed cost, preparation hours and percentage of work completed.

### Copyright (Material provided by client)

Any material provided by the client shall be considered as the clients proprietary property for which all usage rights are owned or have been obtained. It is the clients responsibility to transfer these usage rights to Me. I shall be entitled to use client provided material for the purpose of commissioned work, any issues of copyright infringement resulting from client provided material will be the responsibility of the Client and the client will be responsible for the payment of any.

### Approving Project

The Client is held responsible for approving all artwork proofs and ensuring accuracy and suitability. It is the responsibility of the Client to request another copy if the proof is difficult to read or changes are required.

### Cancellation

Any form of cancellation after down payment are not refundable. Refer to **payment point no. 7**

### Ownership

I retain ownership of all original completed work.