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Unique YOU  
inspired @



Choose Your  
Product

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*~ Committed to the end ~*

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**call 07443 896 118**

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## Design Services

**PLEASE READ CAREFULLY BEFORE SELECTING YOUR PRODUCT**

**Design Work:** - Cost includes thought process, labour time, multiple revisions and amendments.

**Deposit:** - Requires 50% deposit and balance due on completion.

**Receiving completed jobs:-** via emails or **alternative transfers e.g** 'We transfer' (<https://wetransfer.com/>), Dropbox (<https://www.dropbox.com/>)

**Printing:** - All designs comes with 3mm bleed areas. Take to your local printers or **SB** can assist with getting your work printed. **Please note:-** prices do not include printing cost.

<b>Graphics Design Services</b>		
1.	Logo –plain Text x4 saved file formats – png, jpeg, pdf, psd	£40
2.	Logo – Text and Image x4 saved file formats – png, jpeg, pdf, psd <i>Cost includes thought process, labour time, multiple revisions &amp; amendments</i>	£80
3.	A5 Flyer, leaflets, brochures – FRONT Design	£90
4.	A5 Flyer, leaflets, brochures – FRONT AND BACK Design	£150
5.	Product Labels – design and initial set up	£60
<b>Business Stationery &amp; Business cards – (based on logo design)</b>		
6.	Business card design – FRONT	£20
7.	Business card design – FRONT AND BACK	£25
8.	Company letterhead (hard copy & word template)	£20
9.	Compliment Slip	£15
<b>Other</b>		
10.	CV compilation & edits (x2 - formal and design copy)	£60
11.	Newsletters / eBooks	£15 Per hourly rate
12.	Form creation (invoices, application forms, fax + many more)	
13.	Customised stationery, personalised notebooks	£[tbc]



## Design Services (cont)

### Brochure Website Services: -

**NOTE** - Whilst under construction, website will not be accessible (except for revision & amendments) Websites are created using WordPress. Services includes premium theme, labour, thought process, revision & amendments, updates & maintenance handover training and materials.

1.	<b>Landing Page</b> – Not quite ready for a website but need a presence on the web? Get a Landing page instead (1-page website with logo and contact number and giving introductory insights into your business.	<b>£150</b>
2.	<b>Small Website</b> – 2-page website including theme, labour, thought process, revision, amendments & handover, updates & maintenance handover training and materials.	<b>£250</b>
3.	<b>Brochure website</b> – Display products and services - Up to 5 pages including theme, labour time, thought process, revision & amendments, updates & maintenance handover training.	<b>£400 additional pages @ £60</b>

### Document Production Services – Microsoft Office

Specialising in Microsoft Office, I will assist with all your documentation needs, corporate levels infused with professional creative flares, creating word documents, PowerPoint presentations, creating charts and formatting spreadsheets. Over 25 years' experience in this field, I also create customised forms and templates to suit individual needs.

Jobs are assessed to determine number of hours. Hourly rate or fixed project fees may apply.

1.	Create new or reformat existing <b>Word</b> or <b>PowerPoint</b> documents	<b>£15 Per hourly rate</b>
2.	Format <b>Excel</b> spreadsheet and/or create charts – e.g. pie charts, bubble charts, scatter charts, bar & column charts, combination charts	
3.	<b>Content writing</b> - Is your writing underperforming? Editing - Re-write contents to a more digestible flow (small booklets / ebooks)	<b>Up to 500 words @ £80 Up to 1500 words @ £200</b>



## General Terms and Conditions

### 1. Copyrights and ownership - Designs

Any material created by **Shoestring-Budget** are the designer's **COPYRIGHT** until paid for in **FULL** by the client. **Shoestring Budget** has the right to refuse usage until full payment is received, and can request and action closure, download, and recall of any used design materials or services. Shoestring-Budget retains the **RIGHT OF USAGE** for self-promotional purposes only.

### 2. Communication and meeting deadlines

Where services are paid for in advance, and if the client is not satisfied due to time, and/or, there are no work submitted after the agreed time period, then the client is entitled to a **FULL** refund if no prior communication has been conducted between the client and **Shoestring Budget**, however, **Shoestring Budget** will endeavour to rectify and fulfil all commitment but If the client refuses the work, then the client is not entitled to a refund.

In the event of unforeseen situations and/or changes in circumstances with the client that may impact on deadlines, as long as this is communicated between **Shoestring Budget** and the client, so that all parties are in full understanding and Shoestring Budget acts according to individual circumstances.

### 3. Project cancellation or termination of agreement / relationship

If after project commencement within 3 days, and the client does not wish to continue, the client is not entitled to any deposit refund once work has started.

### 4. Privacy

In the course of business, we will only use your contact details for communications relating to your design projects. Shoestring Budget will not otherwise pass on to any third party, any details we hold of our clients. If you wish to have your details we hold to be deleted, then please contact Ashanti at [shoestringb@gmail.com](mailto:shoestringb@gmail.com)

### 5. Payment

**PLEASE NOTE:** Before any work is undertaken by **Shoestring Budget**, a 50% deposit is required followed by confirmation, agreed payment dates (if paying by instalments), a start and end date of any project.

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Once you have chosen your product, please call 07443 896 118 to request an application form and book your consultation. Consultations can be done over the phone, video call or mutual meeting place.