



GRAPHIC DESIGN AND PRINT MANAGEMENT

RATE SHEET NOVEMBER 2020

client details

name	_____	<small>We must have this</small>
tel	_____	<small>We must have this</small>
cell	_____	
email	_____	<small>We must have this</small>
other	_____	

invoice details

company name	_____	<small>We must have this</small>
accounts person	_____	<small>We must have this</small>
tel	_____	<small>We must have this</small>
email	_____	<small>We must have this</small>
physical adress	_____	

postal adress	_____	

VAT no	_____	<small>We might need this if you are registered</small>
registration no	_____	

I understand the Rates and basic Terms and Conditions.

Name _____

Signature _____

Date _____



Design

Grafixit does graphic design which is primarily targeted at printed products. This includes products such as annual reports, magazine, books, brochures, folders, and stationery. Our skills are easily and very successfully applied to other products such as logo design, specialised marketing materials, packaging, web and many other purposes.

Printing

Grafixit offers print management. We are not a print broker and will thus not simply supply you a range of quotes. We have professional relationships and agreements with specific print and finishing factories, and others in their respective trades. Our choice is based on the best quality product we can achieve when given a specific set of constraints. Our suppliers are compliant with the highest industry standards such as those set down by PIFSA. Work done in this manner is, in the long run, usually done more economically and always with far superior results than that offered at a 'copy shop'. We never compromise quality and economy for price. Grafixit does not offer copy shop (i.e. while you wait) solutions. We will always try to assist clients with an appropriate solution. If the requirements of your project necessitate specialist services which are too far outside our skill set we will inform you.

Grafixit chooses to operate ethically with every client and every supplier. Our professional relationships are based on this ethos.

Costs and Rates August 2020

1. Initial consultation and costing estimate

Free (Limited to half hour)

2. Briefing and project consultations

This time is included with the job and charged in one (1) hour intervals at the closure of the project.

Technical advice, assistance for self-design or any other services are also charged in 1 hour intervals.

3. Graphic Design and Print Management Services

These services will be quoted either on a project basis or at an hourly rate.

3.1 Quoted Projects

Projects are estimated based on the initial information provided. The estimate is based on the average time spent on projects of similar scope. If the nature or scope of the project changes as it proceeds, we reserve the right to charge at the standard hourly rate. We will inform you should we feel the project is deviating from the originally quoted project.

3.2 Graphic design

Our basic hourly rate is R550excl. New jobs or revived jobs are billed in 1 hour increments. A job is considered 'revived' if it has been already invoiced. Technical information provided over the phone or via e-mail may be billed.

Time spent on non-design tasks are also billed at the hourly rate. This includes tasks such as proofreading, retyping copy, sorting through media for material and other project related activities.

Should you decide not to proceed to print, you are nevertheless liable for all labour fees incurred up to that time.

Design projects which are initiated without a specific quotation due to uncertain specifications are considered "open-ended." Grafixit will log all time spent on such projects and bill at the end of the project cycle.

Graphic design quotations do not include the cost of printing.

3.3 Design intention

If the primary intent of the project is to produce a physical printed product then the cost of design may well be less since the files do not need to be prepared for external vendors. In this case the files remain the property of Grafixit.

3.4 Printing

Each print job is assessed before estimates are made. Printing quotations are specific to each project and client. Quotations are confidential and should not be provided to our competitors. Note that a quotation is specific to the items listed on the quote itself.

The quote will be valid for 15 days only. Should any print specifications change, Grafixit reserves the right to re-quote.

Costs quoted for printing, do not include any design costs.

Printing from existing electronic media may incur additional costs whilst preparing the supplied art for print. Grafixit reserves the right to re-quote on printing if the supplied artwork does not comply with our technical specifications.

Before commencing printing a signed quotation must be received by Grafixit. If your subsequent communications imply that you are expecting a printed result then it is assumed you have agreed to the quote.

Generally a deposit is payable before printing commences. This may be waived depending on circumstances and credit history.

The Printing Federation of SA (PIFSA) guidelines, for over and under delivery, will apply in cases of dispute.

Grafixit reserves the right to apply a minimum print management fee of R550excl. for jobs where the profit margin is below a certain threshold.

3.5 Additional costs

Graphic design often incurs costs such as printing of stage proofs, downloading and uploading of files, phoning of other agencies to retrieve materials, artwork, etc. These may be billed in half-hour increments.

Should individual proof sets exceed the value of R60excl., they will then be billed as a separate items.

Special classes of proofing such as Color Match proofs for color critical print work are billed as a separate item. The cost is dependent on size and material selected.

4. Basic terms

4.1 The person commissioning our services agrees to pay for all services rendered up to the point where the project is concluded. Concluding a project means that the project has either been completed and/or signed off or if there are no further instructions forthcoming from the client to enable us to complete the project. A reasonable period is deemed to be 21 calendar days. At this point the job will be closed and invoiced.

4.2 For projects that extend over periods longer than one month, completed work may be invoiced on a monthly basis.

4.3 If the client requires artwork in additional specialised formats for their own purposes, this will be quoted and charged accordingly.

4.5 The cost to transfer material to CD is R200excl. The cost to transfer materials via network is R140excl. per instance.

5. General

5.1 Grafixit retains copyright of all conceptual designs, design proposals/suggestions and design elements which are created during the project scope. Only the finished product which was originally commissioned becomes the property of the client.

5.2 Grafixit does not provide print files, open design files, fonts or other design tools to clients. The only time that open files will be supplied is when this is the goal of the project. This must be agreed at the commencement of the project and will be charged as separate items.

5.3 Grafixit works using the powerful Adobe Suite and other specialised industry tools.

5.4 We have chosen to work on PC platforms since it is compatible with the wide variety of formats our clients operate with. The design tools and the resulting outputs we supply are 100% compatible with both Apple and PC platforms.

5.5 We can accept files in most MS Office formats. We do not guarantee that we can open or use supplied files. Delays resulting from intolerant files will be for your account.

5.6 If you request specific fonts which we do not hold, you will need to supply or purchase them for the project. If they are commercial fonts we will uninstall them on completion of the project and supply them to you.

5.7 Grafixit keeps backups of all work done and will attempt to retain them for one year after completion of the product. Additional copies of lost final artwork can be purchased on CD on request. Grafixit will not be held responsible for keeping backups after the project is concluded.

6. Delivery

Physical products are for collection at Grafixit's premises only. Delivery to a client's address can be made by prior arrangement. Delivery within the Peninsular or Stellenbosch surrounds can often be done at no cost. However, should costs apply, they are for the clients account.

7. Rights

Grafixit reserves the right not to quote on, or to refuse to begin or continue with, the design or print of any material that we consider a violation of our rights in the Bill of Rights (Constitution of the RSA) including but not limited to the rights in sections 9, 15, 16, 18 and 31 thereof, and/or material that is otherwise unlawful.

8. Use of imagery (COPYRIGHT)

The client accepts that by signing off art and requesting reproduction of material that they have obtained express permission and obtained rights for the use of copyrighted material used within the project. The client must accept full legal liability for the content of material processed and printed on your behalf and under your instructions.

9. Product Failure

Grafixit will not be responsible for damages resulting due to the failure of the product, whether defective or not, to perform as the client intended.

10 Payment

- 10.1 Grafixit generally requires payment for services upon presentation of the invoice. Payment must be by cash or by a verified EFT. A proof of payment is regarded as an advisory only. Payment is deemed valid when it reflects in Grafixit's bank account.
- 10.2 A deposit or payment in full may be required for jobs exceeding a certain value. This is usually R2 000 excl for clients who do not have a credit history with us.
- 10.3 Basic terms can sometimes be negotiated and tailored for specific clients.
- 10.4 Grafixit is VAT registered: No 415 025 1058
- 10.4 Our company registration number is CK2006/226020/23
- 10.5 Grafixit only accepts payment by EFT.
- 10.6 Our bank details are:

**FNB, Stellenbosch, Cheque Account 62124299753
Branch Code 200610**