



## TINY DESIGNS WORK PROCESS GUIDELINE - IN BRIEF...

To help with understanding the design process, this is a brief guideline of how Tiny Designs works and for you to agree are happy with.

It all starts with a chat / referral / meeting / zoom / phone call / email, which ever is most convenient for both parties. As a freelancer that specialises with working with start ups and small businesses, Tiny Designs like to ensure consideration is given for the best way for both parties.

Please note all original graphic artwork files created by TD is owned by TD, all artwork is supplied in the formats the client requires for printing or digital use. All original artwork is created using various design software, Indesign / Photoshop / Illustrator / Procreate which TD is trained in is not able to supply in any Word doc or client editable version.

### SMALLER DESIGN JOB

- Upon an agreed brief with the client, a quote is given for the job. Either as at a fixed rate or as an hourly rate. If printing is to be arranged by TD then a separate quote is given for this.
- Any branding material ie logo / brand images and content is supplied by the client.
- TD will create a proof.
- Upon an agreed proof, digital or print ready file(s) will be supplied to the client (or sent for printing if TD arranging ). If the final design takes more than the anticipated amount of 'proofs' before agreement, there will be a design surcharge for this. TD will discuss with the client prior to charging.
- Design Invoice is sent and requested to be paid within 30 days.
- If any printing is arranged by TD, the invoice requires immediate payment - due to outlay from TD.

### ONGOING PROJECT: | NEW BRAND \ LARGER JOB

- If you are a first time client, you will be required to pay a non refundable deposit. Tiny Designs does not offer free example / test work prior. All design work is chargeable.
- The design job will be quoted / estimated with a reasonable amount of alterations included. If the amendments become extensive TD will inform client and confirm an additional fee.
- Once the job is completed, full payment within 30 days is required. If the client chooses not to use the design for any reason, they are still required to pay.

The Designing process between TD and client can sometimes result in lots of ideas explored and designs created and rejected, with extended discussions, and sometimes a longer process than you may think it might, please allow for this especially when designing / redesigning a new brand.

**At all times Tiny Designs will endeavour to offer extended help required including using other freelancers for further skill sets, eg. website designers, content creators, specialised areas. Working and payment with extended freelancers will be agreed between client and TD. With options to work / pay direct with or via TD.**

*From tiny seeds, life can blossom....*