

requirments\_pdf.txt

General Questions:

PLEASE READ BELOW. IF YOU DO NOT FIND AN ANSWER TO YOUR QUESTION FEEL FREE TO CONTACT ME.

Q: How much is your artwork?

A: There are set prices that may or may not fluxuate through the months. For any inquires send a detailed email on the front page of the website. Please allow 12 to 36 hours for a response.

Q: Do you supply package deals?

A: Yes, Blacktagmedia provides reasonable package offers. If you have an idea of what you are looking for or just have some questions send a detailed email on the front page of the website.

Q: Whats your turn around time?

A: Once a payment method is recieved and all content sent by client is accounted for and approved, The project is then started, completed and sent back to the client within 1 day up to 2 weeks or more (Depending on project details and size). The artwork is started on the day of or next day AFTER everything is approved by Blacktagmedia and the client. (ONCE AGAIN IF EVERYTHING IS NOT INCLUDED TO PRODUCE THE WORK, I AM NOT HELD ACCOUNTABLE FOR THE ORIGINAL DEADLINE.)

Q: Do you provide printing?

A: Blacktagmedia Has Business accounts with various print companies. Meaning, you may go through us or we can provide you with a print company's information.

Q: What I want to know is not listed above, or I have a question that is an extention of the Q & A above, what should I do?

A: Feel free to contact me with any questions at any point.

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Payment Information:

ATTENTION:

PRETAINING TO GRAPHIC DESIGNS YOU THE CLIENT ARE ONLY PAYING FOR MY TIME AND SERVICES! ONCE PAYMENT IS SENT THROUGH PAYPAL OR ANY OTHER FORM OF TRANSACTION YOU FULLY AGREE TO THE TERMS BELOW!!

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Payment for projects to be started go as follows:

If a project is \$150.00 and under, payment is required in full up front before work is started. Any project over \$151.00 shall require a 50% up front payment before work is started.

Refunds on projects are as follows:

Work does not meet or exceed standards and payment was sent in full. Up to 75% of payment is refunded at my discretion pending amount of work already created prior.

If only half of payment was sent, then 50% to 0% is refunded at my discretion pending amount of work already created prior to the amount deposited.

(These terms are fully at my discretion upon the situation at hand. I have the full right to decline any and all refunds).

Forms of payment are Visa, Mastercard, Square and Paypal (Credit cards are accepted through paypal). By taking this method both parties have time and dated invoices via email. If The options of payment above do not work well for you or you arent comfortable with paypal contact me Blacktagmedia@gmail.com for other methods of payment. (Money Orders, Western Union, and money gram are options that can be accepted depending on situation). NO PERSONAL CHECKS OR E-CHECKS\*\* WILL BE ACCEPTED.

\*\*[E-CHECKS If this is the only method possible for you to send payment, You will NOT receive the final project UNTIL the payment is cleared which can take 3 to 7 business days.]

Client Project Requirements:

All information and files involved with project must be sent in one to three emails attached, or attached in a zipped file (Formats accepted: Winzip, Winrar, ISO). Upload links are encouraged: ex.- Dropbox.com, Megaupload.com, Fileshare.com, and any other sites that are similar. PLEASE KEEP IN MIND THAT ANY INFORMATION SENT VIA TEXT MESSAGE OR ANY OTHER METHOD OTHER THAN EMAIL WILL BE IGNORED ENTIRELY.

Image Requirements: Project image(s) MUST be 300 DPI (Resolution) or higher. MINIMUM if 300 DPI is not available for image(s) is 172 DPI. If the images that are given do not meet requirements, and are the only images available. Please realize that what is created with the low quality images is where it stands and creativity on my part may or may not be limited.

Mixtape DJ's image requirements:

If you do not have exclusive images of music artist(s) for your up and coming projects, images will be

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provided. PLEASE Keep in mind that if the artist you are including on the artwork(s) are unsigned artist with limited access to photos via internet, YOU are required to provide the images if any. If you choose to have me research for the unsigned artist photos, a \$25.00 charge is added up front or due at final payment.

General information:

ATTENTION:

I copy and paste any and all text information sent to be placed on design work (Example: Tracklistings, names, dates, contact information, biography etc.). It is NOT my responsibility to correct spelling, so PLEASE double and triple check your grammar before submission. If an error is found, content needs to be added, or extracted 10 days AFTER Final Product was submitted to client, or additional charge will be required before changes are made.

Problems with Artwork?:

If artwork is NOT to your satisfactory please verbalize what needs to be done to have the work meet your expectations within the allotted time frame. ANY hand written, e-mailed, or verbal indication that the work is acceptable without voicing any changes within 3 DAYS time means that you agree with the terms of NO refund or refund percentage. (Example: Artwork looks good to you as the client express verbally you are happy.. a week or more later you do not feel the same way about the work. It is your artwork to do with it as you please. I am no longer obligated to that particular project and NO monies transferd for that artwork is refundable OR Transferable period.)

Want your own Backup files?:

All projects that are created are kept on file for NO MORE than 3 MONTHS. For a copy of the project program file(s) (i.e. PSD, PDF, AI, or IND) an additional charge for the full rights of the file(s) will be required. Once You have recieved the project file this indicates that I, Blacktagmedia, hereby wave any and all reserved rights to the file(s). I am not held accountable for keeping a back up file once 2 weeks are up, nor am I held accountable once files are distributed to the client. (I STRONGLY ADVISE BACKING UP YOUR FILES ON 2 HARDDRIVES, 2 CD-R'S or DVD-R'S DATA FORMAT.)

Included with File(s) Folder: Program file, Fonts, and Instructions (Instructions Only when requested).