

kristimertaugh consulting

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payment & policies

Kristi Mertaugh Consulting (KMC) charges time and materials, unless otherwise specified, at \$50/hour. The client will be given an estimate at the beginning of the project and a description of services on every invoice as a courtesy, so the client always has an idea what to expect. If the project scope changes, the client will receive a revised estimate on your next invoice.

KMC accepts checks. Please make checks payable to: Kristi Mertaugh Consulting, mail to: 20880 Dover Bridge Road, Preston, MD 21655

PAYMENT is due 14 days from date of invoice. After 10 days you will be charged a fee of 2% of the invoice total. After 30 days you will be charged 10% of the invoice total AND all work will be suspended on the project, including publishing.

KMC or the client may end the project at any time and for any reason. If the project is to end, the client will only be responsible for payment for the hours worked up until the date of the written statement (to end the contract) is received. There are no exceptions.

DEPOSITS: 50% of the low estimate is due at the beginning of the project and will be considered as credit towards your project account. Once this credit is met, you will be billed every 2 weeks until the completion of the project.

EXPENDITURES: No materials or service costs will be paid for by KMC. All materials & services will be pre-approved and paid for by the client.

PUBLISHING / DELIVERY OF FILES: Projects will be posted onto the KMC website for review. Copies of project files are available upon request and will not be delivered until full payment of all invoices is met.

WEB PROJECTS: Your project will not be loaded onto your server, until full payment of services is met in full. There are no exceptions.

WEBSITE HOSTING: Website projects can be hosted on a third-party server, with KMC billing yearly for the hosting and/or domain name registration. The client will be invoiced approximately 30 days in advance of the expiration date. For uninterrupted service, including website and email accounts associated with domain name, payment must be received 5 days before the expiration date.

PRINT PROJECTS: Your print-ready project will not be delivered, until full payment of services is met in full. There are no exceptions.

IMAGES/GRAPHICS: KMC creates or provides most of the graphics and images for the materials unless otherwise arranged. These elements are "licensed" for the use specified and must remain in their original format and location that they were designed for. The final version of a logo or brand identity created belongs to the client; any previous versions or work-in-progress versions of the logos or graphics belong to KMC and cannot be used by the client for any purpose.

All copyrights belong to Kristi Mertaugh. Any further use of photos or graphical elements must be negotiated in writing.