

ARTWORK PROOFING

Proofing:

When you give the OK to send an order to print this is confirmation that you have checked the artwork/design work and you are completely happy with all the design/artwork's images, wording, contact details, etc after this, production begins.

It's a very important part of the print/design process and it is YOUR responsibility as the customer, to check for any errors prior to printing. Please carefully check everything is right.

Just to clarify...

All content must be signed off by the customer. Full responsibility for any errors in content, written or visual, lies solely with the client. Bright Future does not accept any liability for errors once we get the OK to go to print. - See below for T&C of artwork proofing

IMAGES

Bright Future will endeavor to ensure that only royalty free images are used in our designs. It is agreed that Bright Future, will not be held liable for any damages, costs and expenses, including reasonable legal fees, arising out of or related issues, copyright, or trademark infringement resulting from images used upon request of the client or provided by the client.

TERMS AND CONDITIONS OF ARTWORK PROOFING

Terms and Conditions The following Terms and Conditions of Service apply to all products and services provided by Bright Future Business All work is carried out by the designers on the understanding that the client has agreed to these terms and conditions. About the design proofing process It is the client's responsibility to ensure that there are no spelling or grammatical errors in the final product. The designer is not responsible or held liable for any errors contained in the final product after the final proof has been approved by the client. It is the client responsibility to check that all the content needed is on the design. Is the client responsibility to check the final PDF and to be sure all the content and visual are right before any print or digital use.

A design will be considered approved when one of the following happens first: • when the client did not ask for any further change in the next 48 working hours after the print-ready PDF is sent • when the client answers the email agreeing with the print-ready PDF sent • when the client sends the design to the printers or displays it on the internet The design considered approved is the last PDF print-ready sent by email. Any other proof or file sent before cannot be considered as the version proofed. Once a signed off print file has gone to the printers,

Bright Future Business Solutions holds no responsibility for any graphical errors that were not. Pictures and Logos The client is advised to check the final PDF file in a computer desktop at 400% Zoom (or 100% zoom for big files like banners). If at this level the logo or images appear distorted, it probably will be the same when printed. In that case, is recommended that the client request a design change by supplying a higher resolution image.

Although the designer most of the times will be able to detect and to advise the client about a low-quality image, the client held the responsibility for checking the quality of the images and logos in the design. Important Notes • Bright Future Business Solutions will do all the changes asked by the client until the client is happy with the final design. • Any change needs to be asked before design being proofed. Any further amendment will be charged for. • It is the client's responsibility to check the final PDF and to be sure all the content and visual are right before any print or digital use. • Each proof must be checked in full and mainly the last file (the print-ready PDF) must be completely checked by the client even when previous proofs were sent and checked, the last PDF sent is the one to be accounted as the final proof and all its content must be checked by the client. • Once design approved, any errors on the print and/or produced material will be the responsibility of the client. Source Files Bright Future Business Solutions will supply files as appropriate for print or web use, or other graphics as detailed in the job scope or request. With exception of Logo Designs, charges for design work do not cover the release the copyright design source files, including but not restricted to indd, psd, Ai, fla or other source files or raw code; if the Client requires these files for transfer to an in-house or another designer, they will be subject to a separate quotation or 'buy-out' charge. Colors There may be variance in colours shown between in-house proofs, colours on the screen, printer's proofs, and final printed items.

These factors are determined by the source of the print or visual (each output source e.g the agency printer, the client's printer, the image setter, the screen or monitor etc will differ from the other), the types of inks or make-up of colours, the type of print process (short-run digital, longer-run litho printing), the substrate (paper, card, plastic etc) used, individual preferences (ambient light, personal computer settings etc) and several other reasons. As a result of this, Bright Future Business Solutions is unable to guarantee 100% consistency and accuracy of colour on all items and may not always be able to achieve the exact result expected by the Client. Bright Future Business Solutions does not accept any responsibility for colour variations as a result of these indeterminate factors. Charges for Other Services Charges for any additional services requested during the project that are over and above the estimated time or out of scope, will become fully payable (100% of the quoted amount) at the time of estimate or quotation acceptance.

Choice of designs If a choice of designs is presented and one is chosen for your project, only that solution is deemed to be given by us as fulfilling the contract. All other designs Alterations The customer agrees that changes required over and above the estimated work, or in addition to the agreed scope, or where the client makes changes to the supplied copy or changes required to be carried out after design being proofed, will be liable to a separate charge.

General Unless agreed otherwise, Bright Future Business Solutions may include completed Client Projects as part of its customer case study, portfolio, and online showcase promotion programme. These Terms and Conditions supersede any previous Terms and Conditions distributed in any form. Bright Future Business Solutions reserves the right to change any rates and any of the Terms and Conditions at any time and without prior notice.