

SMALL BUSINESS

TERMS & CONDITIONS

LATEST UPDATE: 27/03/2026

Based on the *AIGA*
Standard Form of
Agreement for
Design Services

TERMS & CONDITIONS/ SMALL BUSINESS

1. Overview

These Terms & Conditions apply to all small business projects handled by RBGD, including logo design, brand identity, print/digital marketing assets, and starter packs.

2. Scope of Work

Each project includes clearly outlined deliverables, timelines, and revision rounds in your proposal. Anything additional will be quoted as a separate job or “add-on.”

3. Payment Terms

- A 50% deposit secures the project slot.
- Remaining 50% is due before delivery of final assets.
- Payments are due within 7 days of invoice.
- Late payments are subject to a 5% per week late fee.

4. Revisions & Edits

- Projects include up to 3 rounds of revisions on each deliverable.
- Major changes or full redesigns will be treated as new work and quoted accordingly.

5. Ownership & Usage Rights

- Final designs are fully yours upon full payment.
- RBGD retains the right to display work in portfolios and social media.
- Raw files (e.g. Illustrator, PSD) are not included unless agreed upfront and licensed for an additional fee.



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6. Timeline & Delays

- Most branding projects take 2–6 weeks depending on size.
- Delays in feedback or content from the client side will pause or reschedule the timeline.

7. Cancellation Policy

- Deposits are non-refundable once work begins.
- If the project is cancelled after partial completion, you will be billed for time and deliverables up to that point.

8. Client Responsibilities

You are expected to provide brand insights, content, and timely feedback to allow the project to stay on track.

9. Legal & Liability

RBGD accepts no liability for how assets are used after handover or for third-party platforms/printers' errors. By booking, you confirm your understanding and agreement to these terms.



**LET'S BUILD
BOLD VISUALS
THAT ACTUALLY
GRAB PEOPLE.**

**Book your
Consultation**



Contact me

- ▶ (+44) 798 354 45 29
- ▶ Hello@rbgd.co.uk

Rasheed Samra