

## **AEB FLYERS LLC Client Onboarding Packet**

Welcome! Thank you for choosing AEB FLYERS LLC for your graphic design and social media content needs. We provide professional, strategic visual solutions for businesses, brands, organizations, and individuals across a wide range of industries. Our goal is to deliver polished, consistent designs that clearly communicate your message and support your growth.

### **Our Process**

1. Initial text-based discovery to understand your goals and project needs
2. Zoom consultation (when applicable) to clarify vision, scope, and direction
3. Design phase with draft delivery and included revisions
4. Final delivery of completed files ready for use  
Client Responsibilities To ensure a smooth workflow, clients agree to:
  - Provide accurate and complete content
  - Submit logos, images, and information in a timely manner
  - Respond to drafts and revision requests promptly
  - Review all designs carefully before final approval  
Delays in communication or content submission may impact project timelines.

**What We Need From You** Before design begins, clients may be asked to provide:

- Business or brand name (exact spelling)
- Description of services or purpose of the design
- Text content to be included
- Preferred colors, fonts, or style direction
- Logo (if available) • Images or inspiration examples
- Contact information and call-to-action details

Design timelines begin only after all required materials are received.

### **Revisions Policy**

Each project includes a set number of revisions, intended for reasonable adjustments such as text edits, color changes, or layout refinements. Requests outside the original scope or full redesigns may require additional fees.

### **Payment Terms**

Full payment is required before any design work begins. Payment secures your project slot and dedicated design time. No refunds are provided once work has started, as all services are digital and custom in nature. Ownership & Usage Rights Upon final payment, clients receive full usage rights to the completed designs for business and promotional purposes. AEB FLYERS LLC reserves the right to display completed work in portfolios, social media, our website, and marketing materials unless otherwise requested in writing.

### **Communication**

Primary communication is conducted via text and email. Zoom meetings are scheduled when necessary to ensure clarity and alignment.

### **Turnaround Times**

Standard turnaround times are discussed and confirmed prior to payment. Rush services may be available for an additional fee, subject to availability.

### **Agreement**

By submitting payment, clients acknowledge that they have read, understood, and agreed to the terms outlined in this onboarding packet.

### **Contact Information**

**AEB FLYERS LLC**

**Website: [www.AEBflyers.com](http://www.AEBflyers.com)**

**Email: [hello@AEBflyers.com](mailto:hello@AEBflyers.com)**

**Text:(209) 650-3948**