# Graphics & Design Estudio – Terms of Service

Effective Date: January 1, 2025

Welcome to Graphics & Design Estudio. By using our website or our services, you agree to the following terms and conditions. Please read them carefully.

#### 1. Services

Graphics & Design Estudio provides web design, branding, social media strategies, and digital marketing services. Each project's scope, deliverables, and timelines are outlined in a written proposal or agreement approved by the client before work begins.

## 2. Payments

A deposit is required to start any project, unless otherwise stated in your agreement. Final payment is due upon completion and before final files or website access are delivered. Payments may be made via Zelle, PayPal, or Venmo.

Late payments may delay project delivery or result in suspension of services until payment is received.

# 3. Revisions & Approvals

Each service includes a set number of revisions as described in your proposal. Additional changes or requests outside the original scope may incur additional fees. Once a design or website is approved, any further edits will be billed separately.

#### 4. Intellectual Property

All materials created by Graphics & Design Estudio remain the property of the studio until full payment has been received. After payment, ownership of final deliverables (e.g., logo files, website designs) transfers to the client.

Graphics & Design Estudio reserves the right to display completed work in our portfolio, social media, or marketing materials unless otherwise agreed in writing.

## 5. Client Responsibilities

Clients agree to provide all necessary materials (text, images, logos, etc.) in a timely manner to avoid project delays. Clients are responsible for ensuring that all content they provide does not infringe on the rights of third parties.

#### 6. Website Maintenance & Third-Party Tools

If your project includes ongoing maintenance, SEO, or automation setup, our team will provide these services according to your plan. Graphics & Design Estudio is not responsible for outages or issues caused by third-party services such as hosting providers, domain registrars, or software platforms.

## 7. Limitation of Liability

While we take every precaution to ensure the quality and functionality of our work, Graphics & Design Estudio is not liable for any indirect, incidental, or consequential damages resulting from the use or inability to use our products or services.

## 8. Confidentiality

Any information shared between Graphics & Design Estudio and its clients is treated as confidential and used solely for the purpose of providing agreed-upon services.

#### 9. Termination

Either party may terminate a project in writing. If a client cancels a project before completion, any payments made are non-refundable, and the client is responsible for all work completed up to the termination date.

## 10. Updates to These Terms

We may update these Terms of Service from time to time. The revised version will be posted on this page with an updated effective date.

#### **Contact Us**

If you have questions about these Terms, please contact:

cguardado@gdsignestudio.com

Lancaster, CA