

OUR STEP-BY-STEP PROCESS

STEP ONE FREE CHAT	15-minute introductory meeting via Zoom so we can chat face-to-face and dive deep into your vision.
STEP TWO QUOTE/PRICE LIST	After our 1-on-1 call, we will start with our proposal. We can tailor to your wants and needs, simply let us know what services you require and we can quote you accordingly.
STEP THREE STATEMENT OF WORK AGREEMENT	Once you have accepted our proposal we will draw up a Statement of Work Agreement, this document is a formal introduction to scope of work outlines, communication preferences, response time and set a start date and completion date. Read through this document carefully & don't hesitate to contact us if you want us to clarify anything. Please sign & return this file.
STEP FOUR DEPOSIT	We do require an upfront deposit to cover our time and work. We offer a couple of payment options and are always happy to find a best practice that'll suit your business and situation.
STEP FIVE REVISIONS	We will work together with you to create a first draft and appreciate your feedback so we can get the best end result for your designs.
STEP SIX SIGN-OFF/ FINAL FILES	Professional setup and delivery of print-ready and/or web-ready files including a file format guide so you know how to use them correctly.