

# MY DESIGN PROCESS

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1. **Free Consultation.** Read through this page and [schedule your free consultation](#). During the consultation, you'll be able to ask any initial questions you have and we'll get to know each other to see if we are the right fit for each other.
2. **Overview.** After our meeting, I'll send an overview of all the products and services we discussed for your project; outlining the total cost. You can agree to or amend the products and services.
3. **Sign The Contract.** We'll both need to sign my contract so that we're fully protected before we begin working together.
4. **Pay Your Deposit.** Once we've signed the contract, I'll send you an invoice. Then you'll need to pay a deposit to secure your spot in my schedule. Deposits can vary from 25%-50%, depending on whether or not a payment plan is applicable to your project.
5. **Project Management + Homework.** I'll add you to my project management system, Asana. This is where we'll communicate and keep all your files and feedback. Don't worry- I'll provide you with a video tutorial on how to use it! This is also where you'll upload any items I need from you regarding your projects (i.e. logos, copy, etc). You can [sign up for Asana here](#) for FREE.
6. **Additional Consultation.** At anytime within your project timeline, we can schedule another meeting or call to discuss milestones, roadblocks, questions, feedback, etc.
7. **Design!** This is where I'll work my magic. The design process may vary a bit depending on your selected package.
8. **Final Payment.** Before I hand over your final files or website, you'll need to complete your final payment. I'll then send you the link to a file folder via WeTransfer or Google Drive containing your finalized files and if necessary I'll transfer your website over.
9. **Wrap Up.** Don't worry, I'm not going to leave you to figure out how to use your website and brand files all by yourself. We'll set up a 30 minute meeting call where I will walk you through how to use and update your website as well as how to use your brand files.

*Steps may vary slightly depending on selected package.*

## HOW DOES PAYMENT WORK?

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In order to secure the spot for your project on my calendar, you must pay a deposit, 25% or 50% of your package price total cost of your design project. All invoices will be sent through either email, Paypal or Square and it will include the entire balance of design package cost. If you decide to add on an item that is not included in the pack, you will be sent a separate invoice that will need to be paid immediately. Project start dates are placed 1–3 business days after the invoice is paid.

### **OPTION A** | *Half up front, half at project completion*

#### **Example:**

Package Price: **\$500**

Deposit: ( $\$500 \times 50\%$ ) = **\$250**

Remaining Balance: **\$250**

Due at end of project: **\$250**

### **OPTION B** | *25% Deposit, 25% after first draft, and half at project completion*

#### **Example:**

Package Price: **\$500**

Deposit: ( $\$500 \times 25\%$ ) = **\$125**

Remaining Balance: **\$375**

Payment due after first draft: **\$125**

Due at end of project: **\$250**