

Graphic Design Service Schedule

This Graphic Design Service Schedule applies to all standalone graphic design services provided by Blue Bee, excluding website design and build services which are governed by the Website Build Service Schedule. It forms part of the contract together with the Proposal and the General Terms.

1. Services

1.1 Blue Bee will provide the graphic design services described in the Proposal (the Design Services), which may include (without limitation):

- branding and logo design;
- print design (brochures, flyers, stationery);
- digital design (social graphics, ads, banners);
- marketing collateral and campaign assets;
- design support hours where stated.

1.2 The specific scope, deliverables, formats and outputs are as set out in the Proposal. Anything not expressly included is out of scope and treated as Additional Work under the General Terms.

2. Fees and payment structure

2.1 Design Services are provided on either:

- a fixed-price project basis; or
- an hourly or support-hours basis, as stated in the Proposal.

2.2 Unless otherwise stated in the Proposal:

- 50% of the project fee is payable upfront as a non-refundable deposit before work begins;
- the balance is invoiced on completion or delivery of final designs.

2.3 Deposits reflect initial consultation, concept development, resource allocation and project scheduling and are non-refundable once work has commenced.

2.4 Support hours (if applicable):

- are billed at the hourly rate stated in the Proposal;
- may reset monthly if sold as a recurring allocation; and
- do not roll over unless expressly stated.

3. Client input and approvals

3.1 The Client will provide timely feedback, approvals, content and brand assets as required.

3.2 Delays in feedback or approvals may:

- impact project timelines; and/or
- result in additional fees if rework or rescheduling is required.

3.3 Where the Client fails to respond within a reasonable period, Blue Bee may treat designs as approved for the purpose of progressing the project.

4. Revisions

4.1 The Proposal will specify the number of revision rounds included (if any).

4.2 Unless stated otherwise:

- one round of revisions is included per design stage.

4.3 Revisions are limited to reasonable amendments to the agreed design direction. Requests that materially alter the brief, concept or scope will be treated as Additional Work and quoted separately.

4.4 Once designs are approved or deemed approved, further changes are chargeable.

5. Delivery formats and source files

5.1 Final deliverables will be supplied in the formats specified in the Proposal (for example PDF, PNG, JPG).

5.2 Source files (for example Adobe InDesign, Illustrator or Photoshop files) are not included unless expressly stated in the Proposal and may incur an additional fee.

6. Cancellation and termination

6.1 If the Client cancels a design project:

- the deposit remains non-refundable; and
- the Client must pay for all work completed up to the cancellation date.

6.2 Where a project is cancelled after substantial work has been completed, Blue Bee may invoice for the full project fee, less any costs saved by not completing the remaining work.

6.3 Termination rights under the General Terms also apply.

7. Intellectual property

7.1 All intellectual property in designs remains with Blue Bee until all Fees have been paid in full.

7.2 Once payment is received in full, Blue Bee grants the Client a licence to use the final approved designs for their intended business purposes.

7.3 Draft concepts, unused designs and preliminary materials remain the property of Blue Bee and may not be used by the Client.

7.4 The Client warrants that it has rights to use any materials it supplies (including images, logos and text) and indemnifies Blue Bee against claims arising from their use.

7.5 Blue Bee does not guarantee the commercial effectiveness, performance or suitability of designs for any particular marketing, advertising or business outcome unless expressly stated in the Proposal

8. Third-party assets and print production

8.1 Where designs incorporate third-party assets (such as stock images, fonts or illustrations), the Client is responsible for any associated licence fees unless stated otherwise.

8.2 Blue Bee is not responsible for:

- print quality, colour variance or finishing where third-party printers are used; or
- errors introduced after Client approval.

8.3 If Blue Bee assists with print production, it does so as an agent only unless expressly stated otherwise.

9. Design credit and portfolio use

9.1 Blue Bee may include a discreet design credit where appropriate and may display completed design work in its portfolio and marketing materials.

9.2 Removal of design credit (where applicable) may be subject to an additional fee as stated in the Proposal.

10. Relationship to General Terms

10.1 This Graphic Design Service Schedule must be read together with the General Terms.

10.2 In the event of any conflict, the order of precedence set out in the General Terms applies.