

## Impact Group Political Package Services Terms & Conditions

Payment & Pricing: Work will not begin until 50% of payment has been processed. Work will not be delivered to client until 100% of payment has been processed. Pricing levels are determined by date of initial payment.

New Client Worksheet: Worksheet must be filled out in its entirety and processed by IGPR for work to begin. An IGPR account manager will contact new client within 2 working days of receiving the new client worksheet. New client worksheet can be filled out online by visiting [www.igpr.com/newclientworksheet](http://www.igpr.com/newclientworksheet) or faxed to 330-655-5552.

Design Concepts: Unless otherwise purchased, all package products will have 2 design concepts delivered to client. One concept will be chosen by the client with (if any) feedback for revisions. Additional design concepts can be purchased.

Revisions: Unless otherwise purchased, a maximum of 2 revision "rounds" will be accepted to move the work to completion. Each revision "round" may contain multiple change requests. A revision "round" is determined once the request(s) are submitted to the IGPR account manager.

Hard Costs: Client is responsible for all additional costs associated with printing, postage, hosting, purchasing of domains, delivery fees, advertising placement, mail distribution fees, photography, news release wire services and / or any other 3<sup>rd</sup> party vendor costs. Upon request, IGPR can provide client a quote on hard costs from reliable / cost effective vendors.

Website: The size of the design of the website in the igpr political package will be identical to the example provided at [www.igpr.com/webpackage-website](http://www.igpr.com/webpackage-website). This includes a homepage, contact page, about the candidate page, issues page and donate page. Each page will have a maximum of 500 words. Paypal setup is included if client provides login information.

Website Updates: Updates or changes after final approval will be billed at \$85 per hour design rate and/or \$125 per hour programming services.

Pictures: Client assumes all responsibility for provided picture quality and legal right to use the photos. When submitting photos, 300 dpi is recommended for print quality and 72 – 150 dpi is recommended for web quality.

Final Proofing: Client is responsible for final proofing of materials. This includes but is not limited to grammar, spelling, content, pictures and design layout. IGPR will NOT release files without written approval from client.

Door to Door Flyer or 2<sup>nd</sup> Flyer Design: Can be designed as a door hanger or 8 ½" X 4" Flyer designed front and back, color or black and white.

Yard Sign Design: Formated for 18" X 24" and delivered via pdf unless otherwise requested by client.

Timelines on services: Normal turnaround on requests are 3-5 business days *per job step* (i.e. initial order to design concept, revision request). 25% rush charge for orders / requests needed within 48 hours.

**NO WARRANTIES** THE SERVICES PROVIDED BY IMPACT GROUP PURSUANT TO THIS AGREEMENT ARE PROVIDED BY IMPACT GROUP "AS IS" WITH NO WARRANTY OF ANY KIND. IMPACT GROUP MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT REGARDING THE DELIVERABLES OR ANY OTHER MATERIALS, AND WITH RESPECT TO THE RESULTS OR OUTCOME OF THE PERFORMANCE OF THE SERVICES. WITHOUT LIMITING THE FOREGOING, CLIENT ACKNOWLEDGES AND AGREES THAT IMPACT GROUP CANNOT CONTROL HOW THIRD PARTIES WILL USE, EDIT AND/OR DISTRIBUTE ANY PRESS RELEASE, PUBLISHED MATERIALS OR ONLINE MATERIALS FOR PUBLIC CONSUMPTION, AND AS SUCH, THAT THE IMPACT GROUP SHALL HAVE NO LIABILITY TO CLIENT OR ANY THIRD PARTY FOR ANY DAMAGES INCURRED AS A RESULT OF THE ISSUANCE, PUBLICATION, OR FAILURE TO ISSUE OR PUBLISH ANY PRESS RELEASE, PUBLISHED MATERIALS OR ONLINE MATERIALS FOR PUBLIC CONSUMPTION. IMPACT GROUP SHALL NOT BE RESPONSIBLE FOR THE TRUTH, ACCURACY, COMPLETENESS, QUALITY, APPROPRIATENESS, LEGALITY OR APPLICABILITY OF ANY PRESS RELEASE, PUBLISHED MATERIALS OR ONLINE MATERIALS FOR PUBLIC CONSUMPTION ISSUED OR DISTRIBUTED IN CONNECTION WITH THE PERFORMANCE OF THE SERVICES. IMPACT GROUP DISCLAIMS ALL LIABILITY AND RESPONSIBILITY FOR ANY REPRESENTATION OR WARRANTY OTHERWISE MADE OR COMMUNICATED (ORALLY OR IN WRITING) INCLUDING, BUT NOT LIMITED TO, ANY OPINION, INFORMATION OR ADVICE THAT MAY HAVE BEEN PROVIDED TO THE CLIENT BY ANY OFFICER, DIRECTOR, EMPLOYEE, AGENT, CONSULTANT OR REPRESENTATIVE OF IMPACT GROUP OR ITS AFFILIATES, OR IN ANY OTHER FORM IN EXPECTATION OF THE SERVICES TO BE PERFORMED.