

## Maryam Richards — Senior Product & Brand Designer

# TERMS OF WORK

This Terms of Work document outlines the foundation for a transparent and respectful working relationship between Maryam Richards and her clients. It ensures clarity, consistency, and fairness throughout the design collaboration process.

### **1. Project Scope & Alignment**

All project details (scope, goals, and deliverables) are confirmed before kickoff. Any new requirements or feature additions outside the original scope will be treated as new requests and may require timeline or cost adjustments.

### **2. Timeline & Client Responsiveness**

Project timelines depend on client feedback and responsiveness. Delayed feedback, late content, or approvals may extend delivery dates. If communication pauses for more than 14 days, the project may be placed on hold or subject to a restart fee.

### **3. Payments & Deposits**

A 50% deposit is required to begin, with the remainder due upon project completion or milestone-based for long-term engagements. Payments are non-refundable once work has commenced, as time and creative resources are allocated immediately.

### **4. Revisions & Approval**

Each design phase includes up to two rounds of revisions. Additional rounds will be billed at the hourly rate of \$40/hour unless agreed otherwise.

### **5. Feedback & Communication**

Constructive, consolidated feedback helps ensure clarity and progress. Please provide feedback within 48–72 hours when possible. Communication will occur primarily via email or agreed project platforms (Notion, Slack, or Figma).

### **6. File Ownership & Rights**

Final design files are transferred after full payment. The designer retains rights to showcase work in a portfolio, case studies, or social media unless confidentiality agreements are in place.

### **7. Delays & Force Majeure**

If unexpected life or business circumstances cause delays, both parties will communicate openly to reschedule timelines with mutual respect.

### **8. Confidentiality**

All client information, business strategies, and proprietary materials will be kept strictly confidential and never shared outside the project.

## **9. Cancellations**

If a client terminates the project mid-way, completed work will be invoiced. Deposits remain non-refundable, and partial files or drafts will not be transferred unless full payment for completed work is made.

## **10. Transparency & Partnership**

My approach is rooted in mutual trust, honesty, and shared vision. I aim to make the process collaborative, efficient, and empowering — ensuring both creative satisfaction and business impact.

## **Signatures**

---

Maryam Richards (Designer)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

Client (Signature)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_