

What to expect when working with typeface communications

www.typefacecomm.com

1 Initial Consultation

When we have our first chat, I'll listen to your needs and ask questions to make sure I know exactly what you're looking for. This call typically lasts about 15-20 minutes.



2 Recap & Proposal

Within a week (but usually much sooner), I'll send you an email with a summary of our discussion and a proposal for the services I'll provide to help you achieve your goals.

3 Project approval & deposit

Once we come to a mutual agreement on services and pricing, I'll submit an invoice for your 50% down payment. This deposit must be received before any work is completed.

4 Project commences

Once your deposit is received, I'll get straight to work on your deliverables. I'll keep you posted while I'm working, and I welcome your ongoing communications as your project is completed.

5 During your project

While I'm working on your project, I will be in regular communication with you, clarifying any questions and updating you on my progress. You can expect about one update per week. I will respond to any messages from you within 24 hours during business hours.

6 Final payment due

No further than one week prior to final project deadline, I'll send you an invoice for your 50% balance. Prompt payment is appreciated to prevent delay on receiving your deliverables!

7 Project completion

Once your project is completed and final payment has been cleared, you'll get all files for your deliverable! You will have 14 days from delivery to request any edits. I want you to be 100% satisfied!

8 Work with me again!

I hope you're thrilled with my services, and I look forward to working with you again on any future projects!

Email me today
to schedule your
initial consultation!

typefacecomm@gmail.com