
Terms & Agreements

Submitting a Creative Request Form is only a request. Marketing, Design and Public Relations (MDPR) may decline a request based on availability and workload. Upon submission of the Creative Request Form, an estimate will be generated for the Client if MDPR accepts the work request. No charges will be billed until the estimate has been signed and approved by the Client and returned to MDPR. Marketing, Design and Public Relations reserves the right to revise and/or refuse the signed estimate if it is not returned within 48 hours to account for printing or design deadlines. Final costs and design time will be reflected in the project invoice. If the anticipated job costs exceed the signed estimate, MDPR will seek written approval from the Client to adjust the costs prior to continuing with the job.

Payment: All invoices are payable within 30 days of receipt. A valid Purchase Order is required in order to continue your request and for invoicing. Students and Student Clubs and Organizations must pay in cash for services provided.

Estimates: If this form is used for an estimate or project confirmation, the fees and expenses shown are minimum estimates only. Final fees and expenses shall be shown when the invoice is rendered. Client's approval shall only be obtained for any increases in fees or expenses that exceed the original estimate by 15% of the total project estimate.

Design Changes: Client shall be responsible for covering additional expenses due to changes in the original project as requested by the Client. The Client will not be charged for changes if MDPR did not comply with Client's specifications, as agreed.

Ownership of Artwork: Copyrights and ownership of any original material, including but not limited to design, copywriting, illustration, or photography, separate and distinct from the material work in which it is embodied, remains with its respective creator. Unless a purchase of "All Rights" is mutually approved in the original contract, MDPR retains ownership of any and all artwork created for the purposes of the contracted project.

Expenses: Client shall reimburse MDPR for all quoted and billed expenses of the approved project.

Cancellation: In the event of cancellation of this project, ownership of all copyrights and the original artwork is retained by MDPR and a cancellation fee for work completed, based on the contract price and expense already incurred, shall be paid by the Client.

Modifications: Modification of this Agreement must be in writing, except when the work order allows for adjustments, and the Client shall be obligated to pay project fees or expenses that were orally authorized in order to promptly move forward with the project.

Errors & Omissions: It is the Client's responsibility to check proofs carefully for accuracy in all respects. Marketing, Design and Public Relations is not liable for errors and/or omissions. Client signature or email verification is required on all mechanical artwork prior to release for printing, upload or replication.