



## Term & Conditions

### **All design projects are subject to the following terms and conditions:**

**Payment** – Alaska Plans, Inc. provides initial consultations free of charge. During the initial consultation, an estimate of the total amount of the project will be given, either written or spoken. Alaska Plans, Inc. must receive 50% (non-refundable) of the initial estimated amount before any work will be done on the project. During the course of the project, no additional amount will be owed. Upon the completion of the project, the account must be paid in full before Alaska Plans, Inc. will release any completed work. The final invoiced amount will be based on the final square footage of the project, minus the initial deposited amount. Any other arrangement must otherwise be agreed upon in writing before the project begins.

**Alterations After Completion** – Any costs incurred due to alterations made to a project, after it has been paid in full and considered to be complete, are the sole responsibility of the client. The cost for these alterations shall be billed hourly or otherwise determined at the time of alteration.

**Copies** – Alaska Plans, Inc. shall provide all copies during the revision process at no additional charge. Upon the completion of the project, Alaska Plans, Inc. will provide (2) full sets of drawings at no additional charge. All additional copies shall be invoiced at the cost of production, determined at the time of production. A compact disc containing .PDF files of the drawings may also be provided, and invoiced at the cost of production, determined at the time of production.

**Copyright Information** – Original documents created by Alaska Plans, Inc. are protected by Federal Copyright Law and shall not be reproduced, reprinted, or otherwise used for monetary gain without the written consent of Alaska Plans, Inc. Furthermore, original documents may not be used under any circumstance (i.e. advertisements, brochures, etc.) without due credit prominently displayed. The term "original documents" include all printed and non-printed work of Alaska Plans, Inc. and are the intellectual property of Alaska Plans, Inc. Any violations may be prosecuted under the fullest extent of the law.

**Errors & Inaccuracies** – Alaska Plans, Inc. takes every measure to ensure that every plan is drawn accurately and without error. If an error is made, Alaska Plans, Inc. shall correct & re-print the plans at no cost to the client. Alaska Plans, Inc. is free of all liability associated with the use of plans they produce. It is the responsibility of the client to alert Alaska Plans, Inc. of any and all errors and/or inaccuracies.

**Project Termination** – Should a client of Alaska Plans, Inc. terminate a project before completion, Alaska Plans, Inc. is not responsible to return any funds. If the project is more than 50% complete, any overages to the deposited amount shall be the sole responsibility of the client.

I have read and agree with the Terms and Conditions of Alaska Plans, Inc.

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Client's Printed Name

Client's Signature

Date