



---

## Branding Project



---

# Overview<sup>≡</sup>

This document is to outline details about your brand which will assist the team at E. Studios Pty Ltd; also simply known as E. Studios. Please take the time to answer the questions carefully and feel free to contact us at: [accounts@e-studios.com.au](mailto:accounts@e-studios.com.au) for any assistance with this document.

# About Us

E. Studios is a digital design agency which focuses on graphic design and animation. Our team are skilled professionals in the industry and we take the time to train and develop our creatives. We help with bringing your brand to life by providing services in graphic design, animation, web design, and illustration.

This is your all-in-one solution.

Our studio is specialised in assisting clients with creating completely unique designs and animations (based on informed research) that you won't find anywhere else. We help with distinguishing your brand into something recognisable for your market.

## Values

E. Studios encourages four main values to uphold:



### CREATE

We create to experiment with our imagination



### COLLABORATE

We collaborate to achieve the best outcomes



### CONNECT

We connect by listening with open communication



### CARE

We care about our work as well as our clients

# Your Information

Fill in this form or if this has been sent to you pre-filled, please check that all information are correct for our billing records.

<b>Client Full Name</b>	
<b>Company/Trading Name</b>	
<b>ABN</b>	
<b>Contact Email</b>	
<b>Contact Number</b>	

*Please read the Terms of Service attached carefully before agreeing to the service. The Client acknowledges the Services listed are included in the scope of work and that any additional work outside of this scope must be negotiated accordingly.*

Client Signature

Date

Full Name:

E. Studios Director Signature

Date

Full Name:

# Billing & Process

We understand that the process may take some time to accomplish which is why we've set a few milestones for the billing. Please make sure you check the billing information is correct at the start of this document.

Our team collaborates for the best outcome so for a lot of our process, we will most likely communicate by asking what you like and do not like from our designs and concepts.

Total Price	
50% Deposit	
25% Installment	
Final 25% Installment	

1

## Consultation

During this stage, please don't be afraid to ask our team questions as it is highly important that you understand the service and what it entails.

We will commence after an initial 50% deposit.

2

## Research

Based on your responses in this form, we will research your brand and begin working on **3 initial concepts**.

3

## Silhouette

We'll send **3 concepts** in black & white (colour comes later) for you to comment on.

You have **3 revisions** before the next phase and we will send an invoice for 25% + any additional costs\* incurred.

4

## Colour

We redraft and send a set of alternatives in various colours. You'll be able to observe how colours appear on the silhouettes. Again, you will have **3 revisions** so take your time and properly analyse the concepts.

5

## Branding

If you opted for more than just the logo design, then we can continue with the **branding collateral** and the **documentation**.

This phase (not each item) will again will have **3 revisions** available.

6

## Finalisation

Once you have made the last few decisions about your brand, we will finalise all the files.

This is where we will ask for the last 25% of the project at the end so that you can receive all the deliverables.

*NOTE: If you happen to need more than three revisions at the stage that you are at, you have the option of wrapping up and moving onto the next stage, or continuing with the current stage at an hourly rate.*

# The Difference

Please choose only ONE out of these three options

		<b>Logo Design Only</b>	<b>Logo + Brand Collateral</b>	<b>Logo + Brand Collateral + Brand Guide</b>
BRAND RESEARCH	Exploration Session	Light research on trends in your industry	Light research on trends in your industry	Full market research on your target audience, competitors and what's trending
	Trend Research	✓	✓	✓
	Competitor Analysis	✗	✗	✓
	Target Audience Research	✗	✗	✓
LOGO DESIGN DELIVERABLES	Concepts Presented	3 initial concepts	3 initial concepts	3 initial concepts
	Silhouette Stage	3 revisions	3 revisions	3 revisions
	Colour Stage	3 revisions	3 revisions	3 revisions
	Horizontal Layout (PNG, JPG & Vector SVG)	✓	✓	✓
	Stacked Layout (PNG, JPG & Vector SVG)	✓	✓	✓
	Icon Layout (PNG, JPG & Vector SVG)	✓	✓	✓
	Colour Options	Coloured + Black and White	Coloured + Black and White	Coloured + Black and White
BRANDING DELIVERABLES	Branding Stage	✗	3 revisions	3 revisions
	Logo Avatar	✗	✓	✓
	Facebook Banner	✗	✓	✓
	Email Signature	✗	✓	✓
	Business Card	✗	✓	✓
	Letterhead	✗	✓	✓
	x9 Social Media Tile Templates	✗	✓	✓
	Landing Page Design	✗	✓	✓
	Documentation	Logo Guide	Logo Guide	Brand Guide
	<b>PRICE</b>	<b>\$600</b>	<b>\$2200</b>	<b>\$2500</b>

# Deliverables

So you understand what comes in the package, we've listed the Deliverables that you will receive at the end of the project.

## THE LOGO

The logo will come in **three layouts**:

- A long version which can fit horizontally
- A stacked version which can fit nicely in a profile or square area
- An icon that is distinguishable for your brand

Each layout will come in **three options**:

- Black option for standard usage
- White option for darker backgrounds
- Coloured option for the full visual look of the brand

We will send these logo files in 2K pixel quality in the following formats:

- PNG files for transparency in RGB
- JPG files for compression in RGB
- SVG files for vector files that can be used by designers for print materials
- One PDF file that includes all the logo as an extra back up for use in print

## BRAND COLLATERAL

Additionally in the branding service, we provide the following branding collateral:

- **Logo Avatar** - a JPG of your logo that can fit in your social media profiles.
- **Facebook Banner** - a JPG of your logo that can fit in your social media banners.
- **Email Signature** - We will also provide the logo in a size suitable for your email signature that is no bigger than 300 pixels wide in JPG.
- **Business Card** - We will design one business card for your brand that can be used as a basis for the rest of your company cards. This will be double-sided and the final business card will be given in a print-ready PDF format
- **Letterhead** - Traditionally, people would print their own letterheads and we include this in the service. This will be for an A4 paper and we will provide it in an A4 print-ready PDF file.
- **x9 Social Media Tile Templates** - You will also receive nine social media tile examples (in PNG) that can be the basis of your instagram posts.

## DOCUMENTATION

**Logo Guide** - The logo guide will be an **A4 PDF landscape document**. This document includes the fonts and colour information used in your logo along with the different logo layouts.

**OR**

**Brand Guide** - The brand guide will be an **A4 PDF landscape document**. This will be given in a digital interactive version that you can use to inform any future staff or designers about your brand. Your brand guide will consist of:

- An overview of the brand
- It's mission, tagline & values
- A clear and refined description of your target audience
- An analysis of your current competitors
- A mood board that speaks your brand vibe
- The final colours of the brand
- The chosen typography for the brand
- The logo options that were designed and a description of when, where, & how to use
- A few examples of how the guide can be implemented in designs

# Your Market<sup>≡</sup>

Please take the time to answer these questions carefully as they are often hard to answer. Having these questions answered will greatly affect your brand's identity.

## What is your product or service?

*Please tell us what it is you do. Are you selling a product? Service?  
Charity? Event? Club?*

## What is your why?

*Beyond generating profits, every company should to have a higher  
goal. Your company's "WHY" should guide all decisions you make.*

## Who is your best customer?

*No company can successfully market to everyone. Additionally, trying  
is a waste of time and resources. You can tailor your messaging to your  
greatest customers by figuring out who they are.*

## What makes your brand unique?

*Your unique selling proposition is the key feature or service that sets  
your goods or services apart from those of the competition.*

## Who is your competition?

*To evaluate your brand's position in the market, you must be aware of  
your competitors.*

## Give three words to describe your brand.

*These should sum up the personality, appearance, and voice of your  
business and it can be a crucial in creating its identity.*



# Design & Research

From your answers above, we will commence research into designs that can help refine your brand. A few things may also assist us which we have listed below:

Item	Description
Previous Branding	If you have previously put together a logo or designs for your brand, please send these through and let us know if there was anything from it that you liked. Additionally, it also helps if you let us know what you did not like from it.
Your Ideas	If you already have a clear idea of what your brand looks like, please send these ideas through. It can be as simple as a few reference images describing what you are looking for, or even simple sketches.
Important Details	<p>This could be particular details that are crucial for your brand like legal requirements, history, or location.</p> <p><i>For example: A vape brand legally cannot use imagery for vaping in their logo.</i></p>

Sending us your ideas can help speed up the process of researching so ***we may provide a discount for customers who send us these details.***

# Next Steps

We ask that you read this document carefully and ask our team any questions you may have before completing it.

Once you've understood everything and are happy with the terms and the service you will be receiving, simply fill in the form and send it to:

[accounts@e-studios.com.au](mailto:accounts@e-studios.com.au)

Don't forget to send anything you may have that is in [Design & Research](#) as this can provide a **discount off the price** for you.

We will set you up as a customer and the 50% of the total price will be sent as an invoice so that we can commence the project.



---

# Terms of this Service Agreement<sup>≡</sup>

We attach the terms here for your convenience. This is **separately customised** for you and differs from the [Terms of Service](#) written on our online website.

Please always refer back to this document.

# Terms of Service

## 1. DEFINITIONS

**“E. Studios”** means the company E. Studios Pty Ltd (ABN 60 639 293 879) and any of its Employees or Directors.

**“Client”** means the person or entity who ordered an E. Studios Service.

**“Service (s)”** means any E. Studios service the Client has agreed to use in accordance with a Service Agreement.

**“Stage (s)”** refers to the different sections outlined in the service process which is either a point, period, or step in the development.

**“Service Agreement”** means the specifics of a Service, and may include a creative brief, payment schedule, list of Deliverables, and any relevant correspondence or attachments from E. Studios or the Client at the time of agreement.

**“Deliverables”** means any work to be delivered to the Client as a final outcome for a Service Agreement. This could be the image, document, video, or even a live website.

**“Working Files”** means any digital project files used to create and modify preliminary works for the Service Agreement which have a particular commercial licence with a software. (eg. Adobe Photoshop File or Autodesk File)

**“Ideal Outcome”** means the Client’s idealised vision for how Deliverables should physically or digitally manifest, especially in appearance. Usually, a Client’s Ideal Outcome is not fully realised at the start of Service, and develops as Service progresses.

**“Feedback”** means any comments, directions, edits or critiques from the Client on work produced for a Service Agreement.

**“Quote (s)”** means an estimated price of the Services that the Client has requested and are considered as merely an invitation for the placement of an order for the provision of Services and does not give rise to a binding contract between the parties.

**“Revision (s)”** means the process and outcome of producing revised work for a Service Agreement based on Feedback supplied by the Client.

**“Alteration (s)”** means any substantive change to a Service that falls outside the scope of the existing Service Agreement.

We’re just  
telling you what  
everything means.

**“Third Party Content/Service”** means a proprietary work or service from an external party, including (but not limited to) audio, video, stock photography, illustrations, copywriting, sound production, or website hosting.

**“After Hours Fee”** refers to an hourly rate that is billed at a minimum of 1 hour for communication outside of our regular business hours of 7am–7pm.

**“Late Payment Fee”** refers to a charge involved each time our administration team is required to follow up an uncleared invoice separately from the automatic reminders sent by the system.

**“Working File Release Fee”** is a fee for accessing the Working File and is priced per file.

**“File Restoration Fee”** is a fee charged if a client has ended a service for over three months and later asks for another copy of their files due to them forgetting to download or misplacing their files.

**“Early Exit Fee”** refers to a fee if the client decides to end the Service Agreement earlier than the period agreed upon.

## 2. GENERAL

- 2.1. E. Studios is governed by the laws and regulations of the State of Queensland and Commonwealth of Australia and their Courts hold exclusive jurisdiction on E. Studios, its Services, policies, and Terms of Service.

## 3. ACCEPTANCE

- 3.1. The Client signifies acceptance of these Terms of Service on acceptance of a Service Agreement with E. Studios and payment of the deposit defined in the Service Agreement.
- 3.2. E. Studios, in accepting a Service Agreement, will provide Service(s) as defined in the Service Agreement, but cannot warrant it can, or will, meet requirements not expressly defined in the Service Agreement.
- 3.3. In accepting a Service Agreement, the Client also accepts that:
- i. E. Studios provides a creative service.
  - ii. A creative service is subject to design and artistic interpretation, and an Ideal Outcome cannot be guaranteed through the scope of an E. Studios service.
  - iii. However, E. Studios will aim for a suitable outcome within scope of the Service Agreement and these Terms of Service.
- 3.4. Should the Client exhaust the scope of the Service Agreement before E. Studios can achieve their Ideal Outcome (e.g. workload falls into the next month), the Client can choose to:
- i. Finish the Service Agreement and be provided with Deliverables based on the most suitable version of work completed; or
  - ii. Purchase a Service to extend the Service Agreement (e.g. purchase additional monthly service); or
  - iii. Cancel the Service Agreement as defined in [9. Cancellation, Suspension or Termination of Service.](#)

**What it means  
when you accept  
our service.**

## 4. CLIENT RESPONSIBILITIES

4.1. The Client warrants that any information supplied by the Client to E. Studios is true, lawful and conforms to applicable industry standards.

4.2. The Client accepts responsibility for the correctness of any information supplied to E. Studios and that the information supplied is up to date.

i. E. Studios shall not be held liable for errors in works or content supplied by the Client, including (but not limited to) syntactic or grammatical errors, misspellings, faults in media, or outdated content.

4.3. The Client warrants that any information supplied for inclusion into Deliverables do not infringe on intellectual property rights and is lawful for the Client and E. Studios to use and reproduce. This includes (but is not limited to) any Third Party Content/Service, written content, media, or the name of a company, brand or product.

4.4. The Client accepts responsibility for the clarity, accuracy and extensiveness of Feedback, and accepts that the quality of Feedback directly affects the effectiveness of any consequent Revision.

4.5. E. Studios will provide some marketing or promotional advice to assist the Client, but the Client agrees to accept responsibility on these matters and seek professional advice from a marketing specialist.

## 5. E. STUDIOS RESPONSIBILITIES

5.1. E. Studios will supply its Service(s) with due care and professional skill, but cannot guarantee our Service(s) will be error free; errors that have been made by E. Studios will be rectified without additional charges.

5.2. E. Studios will strive to supply continuous availability of Service(s), but shall not be held liable for Service interruptions, suspensions, or downtime that may occur due to:

- i. unpaid invoices; or
- ii. lack of correspondence from the Client; or
- iii. scheduled holidays; or
- iv. breaches of the Service Agreement; or
- v. unforeseen circumstances.

**So we both know  
our responsibilities.**

5.3. E. Studios shall inform the Client of any Third Party Content/Service that the Client may need to purchase if not already specified in the Service Agreement.

i. The Client can purchase the Third Party Content/Service at their own expense, or, for a fee, negotiate for E. Studios to purchase the Third Party Content/Service on their behalf.

ii. E. Studios shall not be held liable for the need to purchase any Third Party Content/Service or for faults in any Third Party Content/Service.

## 6. FEEDBACK, REVISIONS & ALTERATIONS

6.1. The Client agrees that any Feedback or Alteration requests must be sent in writing or via phone call to E. Studios (E. Studios prefers email or [Telegram/Whatsapp](#)).

6.2. The Client accepts that the Service Agreement pays only for the amount of free Revisions defined in the Service Agreement and reflects the cost for E. Studios to supply only the defined amount of free Revisions.

i. The Client can engage E. Studios for an additional amount of Revisions at a fee quoted in the Service Agreement (usually specified as “Extra Revisions” in a payment schedule), or if not already quoted in the Service Agreement, at a fee negotiated with E. Studios.

6.3. E. Studios understands that a Client’s requirements may evolve as Service progresses. However, any Alteration to the Service has a cost and:

i. Alteration requests, or any Feedback that also amounts to an Alteration request, shall first be negotiated with E. Studios.

ii. E. Studios is under no obligation to work on an Alteration until the applicable Alteration request is accepted by both the Client and E. Studios into an amended Service Agreement.

## 7. BILLING & QUOTATION

7.1. The Client agrees to pay the price as defined in this Service Agreement and any fees incurred additionally by the Client with E. Studios.

i. E. Studios fees are in Australian Dollars and inclusive of applicable taxes unless otherwise stated.

ii. Fees incurred will be billed in the following month.

7.2. E. Studios allow **14 days** for Clients to pay an invoice. The Client agrees to pay an E. Studios invoice **within 14 days**, or:

i. pay a Late Payment fee defined in section [15.Fee Schedule](#) for each follow-up invoice issued to chase payment.

ii. pay the invoice upfront for a Rush Order.

7.3. In addition, the Client accepts that:

i. E. Studios shall issue the Client a final warning to pay on a third follow-up invoice.

ii. E. Studios may turn the debt over to a third party collections agency, or engage the Client in litigation to collect the debt on non-payment of a third follow-up invoice.

iii. E. Studios shall repossess applicable works and intellectual property rights from the Client on unsuccessful collection efforts, and the Client forfeits any rights to use or reproduce the E. Studios works. E. Studios may pursue legal action to enforce these terms.

7.4. Quotes may be provided for services outside of the scope of the Service Agreement and will last a total of 14 days.

7.5. Any Clients who wish to accept a Quote after this 14-day period will require a newly revised Quote which may change the price of the service.

**We need to  
communicate about  
changes and prices**

## 8. REFUNDS

- 8.1. E. Studios shall have discretion to process refunds in line with these Terms of Service and Australian Consumer Law (see the [Australian Competition & Consumer Commission's published policies and guidelines](#)).
- i. The Client agrees they shall not be entitled to a refund if they breach the Service Agreement or these Terms or Service.
- ii. The Client agrees that paid deposits are non-refundable once a Stage of the Service has commenced.
- 8.2. E. Studios will only issue a refund if the client has been charged but no material work has commenced during the Stage.

## 9. CANCELLATION, SUSPENSION OR TERMINATION OF SERVICE

- 9.1. The Client can request cancellation of a Service Agreement for any reason and is subject to the terms of this Service Agreement.
- 9.2. Should the Client decide to cancel the Service Agreement, a written cancellation must be received by E. Studios.
- 9.3. If the cancellation was requested prior to the completion of the entire Service, the Client will be liable for payment of the last Stage where work has been completed.
- 9.4. E. Studios may suspend or terminate a Service Agreement if:
- i. the Client has unpaid invoices; or
  - ii. the Client has ceased any correspondence with E. Studios for a period of more than **14 days**; or
  - iii. the Client is asking for a substantial amount of work outside the scope in which substantial is defined as asking for three or more services that are not included in the current Service Agreement; or
  - iv. the Client bullies, harasses, is disrespectful, or does not act in good faith towards E. Studios or any of its staff; or
  - v. the Client is in breach of the Service Agreement or these Terms of Service; or
  - vi. the Client has become insolvent or bankrupt.
- 9.5. E. Studios will restore a suspended Service Agreement on remedy of the reason for suspension. Any clients who's service has been restored will need to pay any invoices **upfront** instead of the 14 day payment terms.
- 9.6. E. Studios may restore a terminated Service Agreement subject to negotiation with the Client and on character of the Client, but is under no obligation to restore a Service Agreement after termination.
- 9.7. The Client agrees that any outstanding invoices are still payable on, and after the Client's cancellation, suspension or termination of a Service Agreement, with any fees still applicable as set forth in section [7. Billing and Quotation](#)

You can break up with us, or we can break up with you too.



## 10. ARTWORK RIGHTS

10.1. E. Studios retains ownership and copyright to all works, Working Files, concepts and drafts originally owned or created by E. Studios, unless otherwise defined in a written contract or specified in these Terms of Service.

i. When supplied to E. Studios, the Client retains ownership and copyright of works, Working Files, concepts and drafts originally owned or created by the Client unless otherwise defined in a written contract.

10.2. The Client shall have ownership and copyright of Deliverables at the conclusion of the Service Agreement and after payment of all outstanding fees.

i. E. Studios is under no obligation to supply to the Client any Deliverables prior to the payment of all outstanding fees.

ii. It is the Client's responsibility to secure their own intellectual property rights on Deliverables or its contents, including (but not limited to) trademarks on logos, brand names, or company names.

10.3. E. Studios reserves the right to exhibit Deliverables for a portfolio or the promotion of our Service(s) unless exclusion is explicitly requested by the Client in written form to [accounts@e-studios.com.au](mailto:accounts@e-studios.com.au).

10.4. E. Studios is under no obligation to supply to the Client any Working Files owned by and copyrighted to E. Studios. However, if available, E. Studios can supply a Client with Working Files at a Working File Release fee defined in section [15.Fee Schedule](#).

i. E. Studios tailors Working Files individually for each Client, and, in accordance with these Terms of Service and the Privacy and Confidentiality terms (see [Section 13](#)), will only supply Working Files to the Client they were tailored for and not to any third parties.

ii. If supplied, E. Studios grants the Client permission to use the E. Studios Working Files as a means to reproduce or modify the work only for the Client's own company use, but does not grant the Client any copyright to the Working Files or rights to use it commercially for re-sale.

iii. Rights to works contained in any supplied Working Files are determined by intellectual property laws, and it is the Client's obligation to ensure they use and reproduce the works in accordance with these laws.



**We just  
need you to  
understand  
copyright law**

## 11. DATA MANAGEMENT

- 11.1. The Client has sole responsibility to maintain backups of their data past the duration of a Service Agreement and will not hold E. Studios liable for incomplete, out of date, or corrupt data recovered from the Client's or E. Studios' backups and archives.
- 11.2. The Client acknowledges that E. Studios does not provide services in data storage or management outside the Service Agreement, and agrees that any files provided via the E. Studios Google Drive will be available at a maximum term of **3 months after the end of the Service Agreement** before being purged.
- 11.3. If available, E. Studios can supply a backup of the Client's data at a File Restoration Service fee as defined in section [15.Fee Schedule](#).
- 11.4. E. Studios hold no obligation to maintain a backup of the Client's data outside of the terms of this Service Agreement, following the cancellation or termination of the Service Agreement for any reason.
- 11.5. The Client acknowledges that E. Studios will keep personal data in our own local servers for lawful record purposes; a maximum of 5 years as advised by the ATO.
- i. Personal data may include records of email or phone call correspondence.

## 12. RELATIONSHIP OF THE PARTIES

- 12.1. The Client agrees not to engage, solicit, or employ on any basis any E. Studios staff for the duration of a Service, unless otherwise agreed upon in a written contract with E. Studios.
- 12.2. E. Studios shall not be held liable for any damages or lost profits to the Client as a result of the Client's decisions or operations, even if the damages or lost profits were consequential to the Client's use of an E. Studios work or Service, including (but not limited to):
- i. lost profits from a Client's failed promotional campaign which uses E. Studios work.
- ii. litigation damages (e.g. due to defamation or misleading conduct) from content the Client requested E. Studios to produce.
- 12.3. The Client agrees to immediately notify E. Studios of any changes to their business position, financial or otherwise, which may affect their ability to meet their obligations in a Service Agreement or these Terms of Service.

## 13. PRIVACY AND CONFIDENTIALITY

- 13.1. E. Studios adheres to the [Privacy Act 1988](#) (Commonwealth of Australia).
- 13.2. E. Studios or the Client shall not disclose to any third party private information or information declared confidential by E. Studios or the Client, other than:
- i. for the purpose of the Service Agreement or these Terms of Service; or
- ii. on written agreement; or
- iii. under lawful direction by authorities.

**We take data  
and privacy  
seriously.**

## 14. COMMUNICATION

14.1. E. Studios agree to accept communication between **7am - 7pm**. Any communication outside of these hours will incur an additional After-Hours fee as defined in section [15.Fee Schedule](#).

i. The After-Hours fee is payable at a minimum of 1 hour and any minutes thereafter will be rounded off to the closest half-hour.

*(Example: 1 hour 35 minutes will be billed at 1.5hours which is \$120)*

14.2. Communication between the parties include:

i. Text, call, whatsapp or email anytime with a response between 7am-7pm.

ii. Optional face-to-face meetings once a week.

14.3. E. Studios will strive to respond to Client correspondence within the reasonable timeframes of:

i. 3 working business days for email correspondence

ii. 3 hours of an instant message, text or phone call unless it is outside of the communication hours of 7am-7pm

14.4. The Client agrees to receive from E. Studios any correspondence related to their Service(s), including (but not limited to) emails, SMS, WhatsApp messages, or social media conversations.

14.5. If opted in, the Client agrees to receive marketing and promotional emails from E. Studios to the contact details they have supplied.

i. The Client may unsubscribe to these marketing and promotional emails by notifying E. Studios

14.6. The Client agrees that unplanned phone calls shall not exceed a **maximum of 15 minutes** and that they must **book 48 hours in advance** to extend this call time. Any calls exceeding this time will incur the After-Hours fee.

## 15. FEE SCHEDULE

<b>After-Hours Fee</b>	\$80.00 per hour outside communication hours
<b>Late Payment Fee</b>	\$15.00 per additional follow-up invoice
<b>Working File Release Fee</b>	\$300.00 per file
<b>File Restoration Fee</b>	\$100.00 per file

## 16. ESTIMATED DELIVERY SCHEDULE

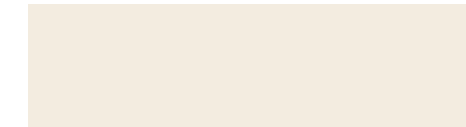
16.1. The estimated delivery schedule is intended to be used merely as a guide; the actual delivery of Services may differ per Client and/or situation and will always be advised by the team.

16.2. E. Studios and it's team are not responsible for any delays in the Service caused by the Client.

STAGES	ESTIMATE
<b>Research</b>	Please allow between 5-7 days for our team to research your brand prior to the commencement of Silhouettes for your Logo Design.
<b>Silhouette Drafts</b>	First Draft: 7-14 Business Days Revisions: 3-5 Business Days
<b>Colour Drafts</b>	First Draft: 5-10 Business Days Revisions: 3-5 Business Days
<b>Branding Collateral: Social Media, Letterhead, Business Card &amp; Email Signature</b>	First Draft: 5-14 Business Days Revisions: 3-5 Business Days
<b>Brand Guide</b>	First Draft: 5-10 Business Days Revisions: 3-5 Business Days

## 17. ACKNOWLEDGEMENT

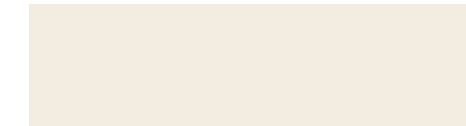
The Client acknowledges that they have read the Terms of Service and hereby agree to the terms.



Client Signature

Date

Full Name:



E. Studios Director Signature

Date

Full Name:

We give you this  
guide so you can  
plan effectively!



---

**e-studios.com.au**

If you have any questions about this document, please feel free to contact us on  
[accounts@e-studios.com.au](mailto:accounts@e-studios.com.au) OR alternatively, call **0435 340 403**