



**Marketing with IMPACT!**

**To our valued clients,**

Let me take this moment to thank you for your business and trust in our company. It is always a pleasure to provide you with our very best in design, production and unparalleled turnaround time. Your success is our success!

To that end, we will continue to acquire the latest equipment, provide new products and grow our team with talented designers and production staff to serve you better.

**Effective January 15, 2023, we are also implementing a new pricing policy that will more accurately reflect actual time spent on custom and templated projects. It is important to note that our hourly rate of \$70 for design services will remain.**

**The new policy will apply to both client-supplied artwork and Colour By Design templates requiring customization, changes or alterations. These projects will be subject to a minimum charge of \$20. This is based on a minimum of the designer's time that it takes to read emails/speak to clients, assess requested changes, open files, perform the actual work, save as PDFs, send back to client for approval and prepare for print, including correcting crop marks, ensuring proper bleeds and size adjustments.**

Any jobs received that require more extensive artwork or revisions will still be billed at our design rate of \$70 per hour. Rest assured that our designers will provide, in advance, an estimate of the time required for your individual project.

This new policy is necessary for us to continue to provide the same level of responsiveness and service excellence that you have come to expect from Colour By Design.