



# **GB marketing rules and procedures**

## **Deposit**

An 80% deposit is required before any project is started  
and the remaining 20%  
is required before products leave the store.

## **Project time frame**

3 to 5 working days after artwork approval ( this depends on the size of  
the  
project and  
the workload we have currently)

## **Refunds**

No refunds once projects have been started and  
completed.

## **Cancellations**

Cancellations will incur a 10% fee.

## **Rushed Projects**

Rushed projects will incur a 20% fee.

## **Card Payments**

Card payments for less than R50 are not allowed

## **Information**

The client must type the information that will be used in any project  
and send it in the right format. A fee will be charged for any information that  
needs to be typed.

## **Changes**

Only 3 changes are allowed when we design, after 3 changes we charge.

## **Design Services**

100% payment is required for any design work.