



COURTNY ROBINSON

TERMS AND CONDITIONS



COURTNY@COURTNYDOESMARKETING.COM

These terms and conditions outline the expectations, responsibilities, and rights of both parties during our work together. By working with me (Courtney Does Marketing), you agree to the following:

1. Communication

All communication will be conducted via email unless otherwise discussed. Response time is typically within 1-2 business days. Project updates, deliverables, and questions should be sent to courtney@courtneydoesmarketing.com.

2. Project Scope

Services provided will be based on the agreed-upon scope outlined in your package or proposal. Any additional work requested outside of this scope will be quoted separately.

3. Revisions

Each service includes a set number of revisions, which will be outlined in your package. Additional revisions beyond what's included will be billed at my current hourly rate.

4. Deadlines & Turnaround

Deadlines will be established at the beginning of the project. Timely client communication and submission of requested materials is required to maintain timelines. Delays in client responses may result in adjusted delivery dates.

5. Payments

Payment is due according to the terms outlined in your invoice. Late payments may result in delayed project delivery or a pause in services. For ongoing services, payments are due monthly on the agreed date.

6. Refunds

Due to the creative and digital nature of my work, all payments are non-refundable. If you decide to cancel a project early, you will be invoiced for the work completed up to that point.

7. Ownership & Usage Rights

Final deliverables are yours to use once full payment has been received. I reserve the right to showcase work in my portfolio, website, or marketing materials unless otherwise agreed in writing.

8. File Delivery

Final files will be delivered in the format specified in your package (i.e. PNG, JPG, PDF, Canva link, etc.). It is your responsibility to download and back up your files once delivered.

9. Confidentiality

Any sensitive or proprietary information shared during our work together will be treated as confidential. Likewise, you agree not to share proprietary templates, documents, or processes I provide to you.

10. Respect & Boundaries

This is a collaborative partnership. Respectful communication and clear expectations help us both do our best work. I reserve the right to terminate a project or future work if boundaries or professionalism are not respected.

By choosing to work with Courtney Does Marketing, you acknowledge and agree to these terms. Let's make magic happen—respectfully and collaboratively!