



Project Request Process

- 1 Submit a project request via kgnagi.com**

Complete project request form with all required information. If attachments, such as a spec sheet are necessary to complete the project request, please email to mp@kgnagi.com
- 2 Project request review period**

Submitted projects will be reviewed within one business day of submission. You will be notified via email once the project is received, an estimated quote will be sent at this time.
- 3 Review quote and submit deposit**

Upon review of quote, a deposit of fifty (50) percent will be required prior to start of the project. Upon completion of project, the remaining fifty (50) percent will be due. Once final payment is sent, designer will send the print/web ready file to client. *Please note: quotes include estimated hours for initial project and one (1) minor revision.*
- 4 Project sent for client review/approval**

Project proof will be sent to client by agreed due date. Client will review the project and send designer approval or revisions.

 - If the project is approved, designer will send remaining invoice.
 - If revisions are needed, designer will update the project and send the final back with remaining invoice attached

Once final payment is received, designer will send print/web ready file to client.

pricing & payment: Design services are \$60/hr, with a one (1) hour minimum per project. Payments are accepted via venmo (@kgnagi) or zelle (9546296790).

please note: Anything beyond project quote will require additional costs to the project. Additional hours/cost will be communicated to client prior to completion and updates will be made once client approval is received. Pricing for additional hours will be added to final invoice.