

Terms and Conditions



Welcome!

Since we'll be working together to make your business have the **best results**, we recommend you to carefully read the following **General Terms and Conditions** of our services.

Filling the initial documents.

Once the budget is accepted, a link to a form will be provided in our web portal.

There will be asked for general information from the Client, that will be internally stored and never shared with third parties.

Audiovisual Content Creation

If **providing audiovisual content**, the Client will help Visual Arts through the platform **Google Drive**.

If **not providing content**, it can be covered from the Audiovisual Content Creation Dpt.

Planning and posting content

The Client agrees to ease the necessary information within **at least 1 month in advance** so that the Social Media Management can be done efficiently.

However, we have **three modifications and one urgent request free of charge per month**, such as the change of a design, a modification, a caption, etc. The modifications and additional urgencies must be billed again under the agreed remuneration.

Normally there will be place for a **reunion every 2 months**. Nevertheless, there will be rounds of non-presential meetings every Tuesday, so that the Client can schedule a meeting if needed. It's booking must be done within 24h in advance

Google Drive | Folder's Structure and organization.

This platform will be divided in folders in the following way, but, every elements are editable:

■ DOCUMENTS.

There will be found previously completed documents through the website, as well as any other document that can be useful

■ PHOTOS.

There will be found all the photos of the company, services, products, personal, etc.

■ INSPO.

There will be found inspiration references. Must be to the Client's taste and will be used to set a corporative line.

■ CORPORATIVE.

There will be found all corporative elements of the Client, such as the logotype, icons, typography, colors, corporatives, iconography, etc.

■ GRAPHIC DESIGNS.

There will be found all graphic design elements made by Visual Arts subdivided in categories: feed, stories and covers.

■ CALENDAR & MUSIC.

There will be found direct links to external platforms:

- Google Calendar | Will be used to reflect the monthly content plannig.
- Multiple music platforms | Will be used to reflect the songs that fit the Client's taste.