



Houston Graphic Signs Inc.

Terms and Conditions - Sign Products

1) **Payment:**

- Deposit is required to begin the project with the balance due upon completion. We accept major credit cards and bank checks. If we charge a processing fee for credit card transactions to cover bank transaction fees, it will be noted on the invoice if applicable. An official corporate P.O. may also be acceptable to start the project.
- Deposit is non-refundable, and the Client acknowledges and accepts these Terms and Conditions.
- Full payment is due upon completion of the job. For any unpaid balances after 30 days, a 1.5% monthly late fee will be added to outstanding balance each month until the balance is fully paid.

2) **Design & Layout:**

- Some minimal design and layout work is included in the above quote. However, based on the complexity of the project, the quality of the art file received from the Client, and the number of changes requested by the Client, additional design charges may be added to the final invoice. If the Client cancels the project after the design phase has begun, then applicable design charges will be due and payable.
- Houston Graphic Signs Inc is not responsible for any copyright infringement or copyright fees incurred by client-provided artwork.

3) **Permitting/Inspections:**

- The Client is responsible for the appropriate permits. If requested, Houston Graphic Signs Inc will apply for the proper signage permit for the Client for a fee.
- Houston Graphic Signs Inc will design signage to the appropriate municipal signage standards. It is the responsibility of the Client to ensure that the signage meets any additional restrictions that may exist. The Client must make Houston Graphic Signs Inc aware of other restrictions before sign fabrication begins. (For example, additional or different regulations may be enforced by Property Owners, Property Management Companies, Business Associations, Homeowners Associations or others).
- If Client requests and pays Houston Graphic Signs Inc for the permitting process, Houston Graphic Signs Inc will schedule and manage any required 'final' city inspections after installation.

4) **Installation/Site Preparation:**

- Any installation costs quoted are based on optimum conditions at the site, readiness of the walls or surfaces, the grounds, and other areas where the sign may be installed, as well as the description provided by the Client. Additional charges will apply based on unexpected or unknown factors during the installation process.
- Electrical signs require a dedicated circuit, which is the responsibility of the Client before installation.

5) **Schedule:**

- Please allow a minimum of 15 business days from 'final' approval (and city permit processes if applicable) for fabrication and installation. Illuminated signs will require a minimum of 20 business days after permit processing.



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6) Ownership:

- All signs and related products described above are the property of Houston Graphic Signs Inc until all money owed under this agreement is paid in full. The Client will provide access to said signs if payment is not made in total when due. Client agrees to pay all attorney's fees, collection costs, and other related expenses incurred by Houston Graphic Signs Inc to collect any money due under the payment terms of this agreement, plus interest and late fees, that is permitted by law, on all past due amounts.

7) Indemnification:

- The Client indemnifies Houston Graphic Signs Inc against any claim by any property owner, landlord, tenant, or any other party that the signs may violate. This includes any agreements the Client may have with said parties or where such signs are not properly authorized by the parties and where their authorization is required.

8) Warranty:

- Houston Graphic Signs Inc offers specific warranties on products. 5-year warranty for workmanship on signs. 5-year warranty on power supplies, ballasts, transformers, and lights. 1-year warranty for labor. There are no other warranties, stated, or implied.
- Warranties are voided;
 - If anyone other than Houston Graphic Signs Inc or their agents works on the signage.
 - If there is a default in payment to Houston Graphic Signs Inc by the Client.

9) Quote Term:

- Quotes are valid for 30-days. If, after the proposal is signed off, the Client does not approve the designs and authorize the fabrication process within 60 days of the proposal date, Houston Graphic Signs Inc may adjust the price based on current material costs.

Client:

Signature

Name

Date

Company