BUSINESS TERMS: PAYMENT SCHEDULE, TURNAROUND TIME

PAYMENT AND GENERAL PROJECT TERMS

1. Waybill To Adventure provides expert services in literally thousands of topics and sub-topics. Our reputation is for capable, excellent writing, graphics, and Web technologies services — timely and ready for your venture.

   This is our promise to you:

2. Most of our bids are for 3 or 4 weeks from acceptance to product completion, to allow time for scheduling, troubleshooting, and revisions.

3. **50% on confirmation, final 50% due prior to release of final works.** Locked, but fully navigational documents will be provided for your final approval on the project.

4. Clear communication, with a minimum of once-per-week. We prefer to use the PMB. Collaborative overview of all project specs will be created. This will be added to PMB as part of the project's business terms.

5. Collaborative creation of a clear timetable for the punctual completion of your project. We have a reputation for timeliness. We do acknowledge: "Life Happens" on both our client's part, and our own. We do, however, often deliver ahead of schedule.

6. We have client informational forms, including Web site creation, Ebook creation, and Writing/Content/Editing. We will send our new clients to our forms so you can provide a clear and concise overview of your project. This will save invaluable time, money, and effort in your project's pathway.

7. **Word count and online publications** — This is the guideline we follow:

   - **This formula is for an AVERAGE of 250 words on each page**
   - One-inch margins
   - 25 double-spaced lines per page, and
   - A 12-point non-proportional font like Courier — which will later be changed to font of choice, usually Verdana, Arial, Sans-Serif, Helvetica
   - To see how many formatted pages are needed to submit on a project:
     - 5,000 words : 250 = 20 formatted pages
     - 10,000 words : 250 = 40 formatted pages
     - 70,000 words : 250 = 280 formatted pages

8. NDS (nondisclosure statement) is required on all jobs. We provide this documentation — our assurance of your privacy and rights. This is to protect your rights, as well as our own rights for use of this product in our portfolio display, physical and electronic, local and global.

9. Revisions: two weeks/2 rounds. Revisions are for proofing and small edits to the final product, and not for total rewrites of projects.

10. Our top goal: your elation over your new product!

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TURNAROUND TIME

Waybill To Adventure, LLC studios (1Successful-Web-Site, GallopinGallery, Waybill Writes!) are known for high quality at a reasonable and realistic marketplace price, and a speedy turnaround time. Vital communication tactics in my planning stages with you aid in my efficient, time-saving techniques. When you add our studios to your work team, you've expanded your resources, time, and energy with a committed group of experts.