

# Production & Service Terms

## Definition of Terms Used in this Document

The word or term "project/s" refers to any task that a client has asked us to do for them. The words or terms "us" and "we" and "our" and "Low-D Corp" refer to the Production & Service department of The Low-D Corporation.

## Projects

We charge by the hour so you only pay for what you need! We may also accept flat fee or piece work projects at our discretion.

## Hours

All time spent working towards the completion of a client's project will count as man hours spent on that client's project.

## Funding

All projects need to be fully funded. Some projects may require a deposit before man hours are provided. Some projects may be billed on completion at our discretion.

## Refunds

Hourly rate payments are refundable for unused hours only. Flat fee projects are not refundable after we start investing time into the project.

## Abandonment

We may consider a project to be abandoned due to lack of funding, or lack of communication from a client, and after a reasonable amount of time. We may use abandoned projects to make up for missing funding or for profit.

## Data Storage

We do not keep copies of a client's project files indefinitely unless contracted to do so by the client.

## Confidentiality

All projects are confidential and will only be discussed by us with necessary personnel and the client.

## Terms

These terms may be amended or updated at any time with or without notice as determined necessary by us.

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**Printed Name**

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**Signature**

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**Date**

**Meet with us in person, or Sign> Scan> Email, or Mail to:**

The Low-D Corporation  
290 NE 2nd St Ste 7  
Gresham OR 97030  
United States