

# **Technically Tahquetta Designs**

## **Client Policies**

These policies exist to create clarity, protect time, and ensure a smooth experience for everyone involved.

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### **Getting Started**

All projects and sessions require:

- A completed booking or inquiry form
- Agreement to the outlined terms
- Payment as specified for the selected service

Work does not begin until these steps are completed.

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### **Payments**

- Payment is required in full at the time of booking unless otherwise stated.
  - Payments for completed sessions and services are non-refundable.
  - Payment plans, when offered, must be paid on time to avoid delays or pauses in work.
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### **Rescheduling & Cancellations**

- Sessions may be rescheduled with at least 24 hours' notice.
  - Missed sessions or no-shows are non-refundable.
  - If rescheduling is required due to unforeseen circumstances on our end, the next available date or a refund will be offered.
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### **Project Timelines**

Timelines are based on:

- Timely communication
- Prompt delivery of required materials
- Approvals within agreed timeframes

Delays in communication or missing assets may result in timeline adjustments.

Projects paused for more than 14 days may be subject to a \$100 restart fee.

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### **Revisions**

- Revisions are limited to what is outlined in your selected service.

- Revisions apply to refinements of existing work, not new requests or scope changes.
  - Requests outside the original scope may require additional fees.
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## **Scope of Work**

Services are limited to what is outlined in your agreement or booking description. This may include:

- Strategy sessions
- Website reviews
- Design or system recommendations

Implementation, additional builds, or ongoing support require a separate agreement.

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## **Communication**

- Primary communication takes place via email or your HoneyBook portal.
  - Response times are typically within 1–2 business days.
  - DMs are not used for ongoing project communication or support.
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## **Results Disclaimer**

Professional insight and strategic guidance are provided to support success, but results are not guaranteed. Outcomes depend on client implementation, consistency, and external factors.

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## **Fit & Boundaries**

Technically Tahquetta Designs is best suited for clients who:

- Value clarity and structure
- Are open to feedback
- Are ready to implement recommendations

Projects may be declined if they are not a good fit for the services offered.

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## **Why This Matters**

These policies are designed to:

- Protect time and energy
- Set clear expectations
- Support productive, respectful working relationships

Clarity creates better results.