



kellaborate

kellaborate
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Terms & Conditions

Quoting

Our services are quoted on an hourly rate or on a project basis, and all quotes are valid for 30 days.

Project Types

We offer three quote types, depending on your project:

- Hourly Rate
- Monthly Retainer (based on hours)
- Fixed Price per Project / Item

Payment terms

Our payment terms are 14 days from the date of invoice. Any invoice queries are to be made within those 14 days.

Billing Cycles

We invoice hourly rates weekly on Fridays, Monthly Retainers on the last day of each month, and Projects upon completion (or at project milestones).

Upfront payments

For larger projects, with a value of >\$5000, we will invoice 50% upfront and the remainder on completion.

Project Milestone Payments

We may discuss a staged payment plan with you based on project milestones.

Kellaborations

If we are collaborating with other suppliers for your project, we will charge a project management fee to allow for payment of external contractor invoices. This will be detailed on your quote.

Invoice Payment Options

Our bank details for invoice payment are detailed on the bottom of each invoice. Payment can also be made via PayPal. Your invoice number should be used as the reference for payment.

Cancelling a project

You will be invoiced for the work completed only. No cancellation fees apply.

