

MINNCOR Graphic Design

MINNCOR Graphic Design Fees

Projects which are designed but not purchased through MINNCOR's printing operation will have a mark-up to the actual design cost applied on a sliding scale from 15% to 4%. Those mark-ups are as follows:

Up to \$5,000	= 15%
From \$5,001 to 7,500	= 10%
From \$7,501 to \$10,000	= 8%
From \$10,001 to \$15,000	= 7%
From \$15,001 to \$20,000	= 5%
Over \$20,001	= 4%

*Mark-ups apply only to the design dollars

Projects which are designed and also purchased through MINNCOR's printing operation will just be direct billed for the actual design cost only with no additional mark-ups.

Graphic Design Procedures for Using Contract

- Review designer portfolios at MINNCOR and select one or more design firms to contact.
- Meet with design firm(s) to discuss your project and decide which firm best meets your needs and/or style. One hour free consultation.
- Ask design firm(s) to prepare proposals and estimates. All design proposals and estimates are to include the MINNCOR design fee.
- Send MINNCOR a MAPS order with a copy of the final estimate prepared by the selected design firm.
- MINNCOR will acknowledge receipt by returning an order confirmation.
- MINNCOR issues a purchase order to the design firm. The design firm MUST have a MINNCOR purchase order BEFORE working on any project.
- If there are any increases in price, the designer provides both the customer and MINNCOR with an updated estimate. No work can continue without written customer approval.
- Upon completion of design, the designer sends MINNCOR an invoice.
- MINNCOR contacts the customer to confirm approval of work and the invoiced amount.
- MINNCOR invoices the customer (agency). If the project is printed or out-sourced by MINNCOR, the customer will be credited the design fee.