



# Policies and Procedures

## Phone & Email

Contact us at the office ONLY via phone number or email (listed below) at any time. If there is no answer, please leave a message and we will get back to you in 24 to 48 hours.

Phone: 941-567-4988

Email: [Info@nostringspublishing.com](mailto:Info@nostringspublishing.com)

## Deadlines

Deadlines are an estimated timeframe. We try our best to stick to all deadlines, but they may change depending on work needed and other effecting factors. In order to complete projects and achieve deadlines we ask that you provide any documentation we have requested within 48 hours unless other arrangements have been made.

## Prices & Payments

**There are No Cash refunds after 10 days of services/ Products. A credit may apply.** Prices are subject to change depending on extra work that may need to be done, including but not limited to Editing, Illustrations, Extra Marketing. Payments are due on the 1<sup>st</sup> of each month. Invoices need to be paid on time, so that we can continue to provide the best service possible. A late fee will be implemented if payments are over 3 days late. Tardiness in payment may affect deadlines.

Thank you for being a valued client. We look forward to working with you on this and future projects.

No Strings Publishing

“Where your vision is your voice”

