**4U – Handcrafted Jewelry Design, LLC. (4UHJDS)**

**Custom Design Policy**

There is truly no jewelry more special or sentimental than the one you help to create, a design that speaks of your unique, individual style and fitted for your unique body. It is an honor that you have chosen 4UHJDS to translate your ideas into a wearable work of art that is just 4 U!

Before entering into a design agreement, please read and sign the Custom Design Policy letter. This is to ensure you understand the design process, timelines, refund, and cancellation standards we have established. We want to be completely transparent about our fees and what you can expect from us in delivering to you a high-quality finished product in accordance with your design choices.

As soon as we receive a completed and signed Custom Design Policy letter, 4UHJDS will email you to set-up an initial telephone consultation appointment.  During the initial consultation, we will discuss specific design information, selection of primary design materials, cost, and approximate completion timeframe. Upon agreement of information, you will be required to provide 75% of the total cost as a down payment (including sales tax and shipping).  4UHJDS will send you photos of 2-3 design options to choose from.  You will be contacted to view the final layout. This will be the last opportunity to make any design changes.  Once the final design has been approved, you will be required to submit the final payment.  Once final payment is received, the work will be completed, a final photo will be sent, and, the custom jewelry will be shipped to you as a final sale.

REFUND/CANCELLATIONS: If you change your mind, the amount of your refund will be determined by where we are in the process.  If you cancel within 24 hours of making the down payment, you will get a full refund.  If gemstones have been ordered or procured, then you will be refunded 75% of your down payment.  If you cancel during the design layout phase, you will be funded 50% of your down payment.  Once you confirm the final design with your final payment, no cancellation or refunds will be permitted.

Initial Custom Design Information

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| **Type of Jewelry (circle)**: Necklace; Wristwear; Earrings; Anklet; Waist-wear; Set | **Color selection(s)**: use color wheel to get specific |
| **Measurement in Inches**: use a tape measure to wrap around the widest part of neck and wrist, or smallest part for waist and ankle |
| **Material**: semi-gemstones; freshwater pearls; combination |
| **Describe your “go to” look**: |

Please sign below to confirm that you have read and agree to the design policy as written. No personal information will be share with any entity outside of 4UHJDS.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_ Contact number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_