

## OVERVIEW:

Last updated: June 24, 2025

We're Earth & Shelter, and we're glad you're here. These terms are simply a guide for how we'll move together—quietly, thoughtfully, and without surprises.

## TERMS OF SERVICE:

### 1. Studio Details

Earth & Shelter  
ABN 24 550 637 684  
earthandshelter.com  
hello@earthandshelter.com

### 2. What We'll Do

Here's what we'll help you with:

- Clarify your brand's story and voice.
- Design and build a custom website that feels like you.
- Produce your podcast—audio, video, show notes, everything.
- Stay alongside you with support and updates whenever you need them.

We'll send a proposal that spells out exactly what's included, the timeline, and our fees before work begins.

### 3. Fees & How to Pay

- A deposit of up to 50% of the total fee may be required before work begins.
- Your investment is detailed in the signed proposal.
- Invoices are emailed and due within 14 days of the invoice date.
- A late fee of 1.5% per month applies to overdue amounts.
- For projects longer than one month, we'll issue progress invoices each month for work completed.

If invoices go unpaid, we may pause work until everything is settled.

### 4. What We Need from You

To keep things moving smoothly, please:

1. Share any brand documents, images, or notes you have.
2. Provide feedback on drafts within 5 business days.
3. Let us know who's best for quick decisions.
4. Confirm that everything you send is free for us to use.

If we don't hear back by our agreed review date, we'll assume you're happy and proceed.

### 5. Ownership & Licensing

- Anything you supply (photos, text, logos) remains yours; you're granting Earth & Shelter permission to use it for this project.
- Our work remains with us until full payment—then it's all yours to use as you wish.
- Third-party tools or assets (stock images, plugins, fonts) need separate licences. We'll recommend what's required, and you'll cover those costs.

### 6. Your Privacy

All of our conversations and your project details stay between us, unless the law says otherwise. For more information on how we collect and handle data, please refer to our Privacy Policy available at [earthandshelter.com](https://earthandshelter.com) or at any time upon request at [hello@earthandshelter.com](mailto:hello@earthandshelter.com)

### 7. Showcasing Our Work

We love to share what we build together. With your okay, we'll feature your project in our portfolio, on the website, and on socials—with a small credit back to [earthandshelter.com](https://earthandshelter.com)

### 8. If Things Go Sideways

Unexpected events (illness, tech issues, acts of nature) can happen. If they affect our schedule, we'll talk and adjust timelines together.

### 9. Legal Bits

- Liability is capped at the total fees you've paid us for that specific work.
- You agree to indemnify Earth & Shelter from claims related to content you provide.
- Either party can end our agreement with 14 days' notice if a material issue isn't resolved.
- These Terms are governed by South Australian law, and any disputes will be handled in its courts.

## CONTACT:

Earth & Shelter

*Creative work by grounded people.*

[hello@earthandshelter.com](mailto:hello@earthandshelter.com) | [earthandshelter.com](https://earthandshelter.com)