



## Shipping and Delivery Policy – 2020/2021

Unless expressed stated in the Client Contract, all files will be delivered electronically, via a password-protected site such as WeTransfer.com or Slack.com

Alternately, files can be uploaded to the Arkitek Scientific Vimeo site to be used as co-located media, for the Client's use. However, there will be a charge of \$100 per year to house this media if the Client wants to stream it through their website.

If the Client has requested hard copies of the deliverables, (typically videos or stills in digital form), these can be shipped to the Client via FedEx on either hard drive or DVD formats, however shipping fees will be charged to Client as an overage to the project cost.