



# Kipkeja Creatives

**we brand we design we print we code you shine**

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# Who We Are

## KIPKEJA CREATIVES

At Kipkeja Creatives, we specialize in transforming your brand's vision into a captivating reality. With a deep understanding of market dynamics and consumer behavior, we craft tailored strategies that elevate your brand above the competition. Our team of creative thinkers, strategists, and designers collaborates closely with you to uncover the essence of your brand and bring it to life through innovative solutions. Whether you're launching a new product, repositioning your brand, or seeking to enhance customer engagement, Kipkeja Creatives is your trusted partner every step of the way.



### OUR VISION

To be a global creative and technology catalyst, where every idea finds its voice, every story sparks connection, and organizations thrive through shared inspiration, purposeful collaboration, and cutting-edge IT services.

### OUR MISSION

To empower businesses and creators worldwide with innovative design, strategic IT solutions, and culture-driven engagement nurturing authentic connections and uplifting communities through branding, digital storytelling, and youth-focused initiatives.

### CORE VALUES

- Innovation - embracing new ideas & evolving technologies
- Creativity - crafting original inspiring solutions for every project
- Integrity - operating transparently & ethically
- Excellence - pursuing the highest quality in every detail



# Why Us?

## KIPKEJA CREATIVES

At Kipkeja Creatives, we fuse cutting-edge design, strategic IT services, and community-driven engagement under one roof—empowering brands globally while nurturing authentic connections. Backed by youthful innovation and data-driven insight, we deliver tailored, scalable solutions from concept to launch with uncompromising quality and reliability. We transform your ideas into impactful experiences and drive measurable growth.

### Competitive Edge

- 01 Integrated Expertise
- 02 Global Reach
- 03 End-to-End Partnership
- 04 Youth-Driven Innovation
- 05 Tailored & Scalable
- 06 Unwavering Quality
- 07 Community & Engagement Focus
- 08 Data-Driven Impact





# Process Overview

## KIPKEJA CREATIVES

We partner with you from initial discovery through delivery, ensuring clear communication, iterative feedback, and quality checks at every stage. Here's how we tackle each service area:

### Brand Management

- **Discovery & Brief:** We review your brand guidelines, discuss objectives, and gather any existing assets.
- **Concept Development:** Our designers craft initial mock-ups (logos, collateral, layouts).
- **Feedback & Refinement:** You review concepts and we incorporate your revisions—typically 2–3 rounds.
- **Final Artwork & Prepress:** We prepare print-ready files, manage proofing, and oversee color accuracy.
- **Production & Delivery:** Partnering with trusted print vendors, we ensure your materials are produced to spec and delivered on time.



### Digital Engagement

- **Platform Audit & Strategy:** We analyze your current channels, audience, and competitors to define goals and KPIs.
- **Content Planning:** We build a custom calendar—mixing static posts, carousels, Reels, Stories, and interactive features.
- **Asset Creation:** Our team produces graphic designs, short videos, copy, and any required templates.
- **Scheduling & Publishing:** Content is scheduled via best-in-class tools; we monitor performance and community engagement.
- **Reporting & Optimization:** We deliver monthly insights, track key metrics, and refine the strategy based on real data.



### IT Solutions

- **Needs Assessment:** We conduct stakeholder interviews and technical reviews to map your infrastructure and goals.
- **Solution Architecture:** Our IT specialists design a scalable system—whether it's a website, CRM integration, or cloud setup.
- **Development & Configuration:** We build or configure the solution, adhering to best practices for security and performance.
- **Testing & QA:** Rigorous testing ensures stability, compatibility, and user-experience standards are met.
- **Training & Handover:** We provide documentation and staff training so your team can confidently manage the system.
- **Ongoing Support:** Post-launch, we offer maintenance packages and helpdesk services to keep everything running smoothly.





# Service Offerings

## BRAND MANAGEMENT

# BRANDING



## DESIGN

Graphic Design | Illustration |  
Infographics | Packaging Design  
(boxes, labels) | Merchandise |  
Publication Design (books, magazines,  
catalogs) | & More



## BRANDING

Fonts | Visual Style | Logo Refresh  
or Full Rebrand | Product Labeling |  
Brand Packaging | Branded  
Merchandise (Totes, T-Shirts,  
Stationery, Mugs, etc.) & More



## PRINTING

Digital Printing | Embroidery | Screen  
Printing | Large-Format Printing  
(banners, posters, billboards) |  
Packaging | Invitations | Embossing |  
Outdoor Signs | & More

# Service Offerings

## DIGITAL ENGAGEMENT



### SOCIAL MEDIA

Platform Audit & Strategy | Content Planning | Scheduling & Posting | Community Monitoring | Engagement | Performance Reporting | Optimization & More



### ON-SITE CREATIVE SESSIONS

Professional Photo & Video Capture of Events | Story-Driven Editing & Repurposing | Optimized Assets for Each Channel & More



### TARGETED YOUTH ENGAGEMENT

Trend-Driven Content & Challenges | Interactive Polls & Q&A Sessions | Youth-Focused Campaigns That Drive Conversation & More



# Service Offerings

## IT SOLUTIONS

solutions



### SOFTWARE DEVELOPMENT

Custom applications tailored to your business requirements with agile methodologies



### NETWORK SETUP

Secure and scalable network infrastructure for optimal performance and reliability.



### CYBERSECURITY

Comprehensive protection against threats with advanced security protocols.



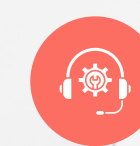
### WEB DESIGN

User-centric websites and applications with modern UI/UX design principles.



### CLOUD SERVICES

Scalable cloud solutions for storage, computing, and enterprise applications.



### TECHNICAL SUPPORT

24/7 expert support to ensure your systems run smoothly at all times.



# Our Clientele

## KIPKEJA CREATIVES





# Qualifications

## KIPKEJA CREATIVES



YEARS OF EXPERIENCE



ROSTER OF NOTABLE CLIENTS



LATEST TECHNOLOGY



ADVANCED TECHNIQUES



ORIGINAL CONCEPT DEVELOPMENT



# Terms & Conditions

## KIPKEJA CREATIVES

Effective Date: July 2025

Last Updated: August 6<sup>th</sup>, 2026

### 1. Definitions

- “Client” means the individual or entity engaging Kipkeja Creatives for services.
- “Services” means any design, print, branding, digital engagement, content-creation, IT or related work provided by Kipkeja Creatives.
- “Deliverables” means all final files, assets, or outputs delivered to the Client.

### 2. Engagement & Scope

- Project discussions start with a formal brief or consultation.
- A quotation/proposal is sent outlining the scope, timeline, and cost.
- Work begins once the client approves the scope and pays the initial deposit.

#### 2.1 Deliverables & Approval

- Clients are involved at every stage of the creative process.
- Major milestones and Deliverables must be approved before proceeding.
- Final assets are delivered upon full payment and include:
  1. Editable files (if included in the scope)
  2. Web and print-ready formats
  3. Documentation or source code (for IT projects)

#### 2.2 Turnaround & Timelines

- Typical design timelines: 3-10 working days.
- Web/IT timelines: Vary based on complexity (communicated upfront).
- Digital Engagement/Content Creation timelines: Typically 5-10 working days from content approval to delivery however, may vary based on complexity (communicated upfront).
- Rush orders may incur additional fees.

### 4. Fees & Payment

- 50% deposit is required to initiate all Services.
- The deposit is non-refundable once Services commences.
- The balance is due upon final approval, before delivery of files or publication.
- Accepted payment methods: M-Pesa, Paybill, Bank Transfer, Cheque.
- Delayed payments may attract a 10% penalty after 7 days.
- Invoices are payable upon receipt of Deliverables.
- Receipts will be issued once the invoice balance has been settled.
- All fees are quoted in Kenyan Shillings (KES) unless otherwise stated.

### 5. Revisions, Approval, & Cancellation

- Clients are entitled to 2-3 rounds of revisions per Deliverable depending on the project.
- Extra revisions may be charged at an hourly or flat rate.
- The Client must review and approve each stage in writing before moving forward.
- Delays in approval may affect delivery timelines.
- Cancellation before work begins incurs no penalty fee.
- Cancellation after work starts requires payment proportional to work done

### 6. Intellectual Property (IP)

- Kipkeja Creatives retains ownership of all underlying concepts, source files, and unused assets.
- Upon full payment, the Client receives a perpetual, non-exclusive license to use the Deliverables for the agreed purpose(s).
- Kipkeja Creatives reserve the right to showcase completed work in our portfolio unless under NDA.



# Terms & Conditions

## KIPKEJA CREATIVES

- Any third-party materials (fonts, stock imagery, plug-ins) are subject to their own licensing terms; the Client is responsible for complying with those terms.

### 7. Confidentiality

- All client information, materials, and brand data are kept strictly confidential.
- Staff and collaborators sign Non-Disclosure Agreements (NDAs) when required.
- Kipkeja Creatives does not disclose project details to third parties unless authorized in writing.
- Both parties agree to keep all non-public information received during the engagement confidential and to use it solely for the project.
- This obligation remains active for a period of two years, after the discovery meeting and after completion of the deliverables.

### 8. Privacy Policy

#### 8.1 Data Collection

Kipkeja Creatives may collect:

- Client names, contacts, business details
- Project briefs, files, and preferences
- Website usage data (through cookies or analytics tools)

#### 8.2 Data Use

- To deliver requested services and communicate professionally
- For invoicing, project tracking, and follow-ups
- To improve user experience on our digital platforms

#### 8.3 Data Storage & Security

- Data is stored in secure cloud servers or local encrypted systems
- Access is restricted to project teams only
- Regular backups are done for safety and continuity

#### 8.4 Sharing of Data

Kipkeja Creatives does not sell, share, or rent client data to third parties unless:

1. Required by law
2. Necessary for third-party integrations (e.g., hosting, emails) with client approval

### 8.5 Data Subject Rights

- Clients can request to view, edit, or delete their personal/business data at any time.
- Clients may opt-out of newsletters or marketing communications.

### 9. Non-Circumvent and Mutual Non-Circumvention Agreement

The Parties hereby agree that any business contacts, clients, partners, suppliers, leads, or opportunities introduced or disclosed by either Party in connection with current or prospective collaborations shall be treated as confidential and protected. Neither Party shall, directly or indirectly, bypass, circumvent, engage, solicit, or enter into business dealings with such introduced parties without the prior written consent of the introducing Party, during the term of engagement and for a period of twenty-four (24) months thereafter. This obligation applies whether such dealings are conducted independently or through a third party. Any breach of this clause shall entitle the non-breaching Party to seek equitable relief and any remedies available under applicable Kenyan law.

### 10. Warranties & Liabilities

- Kipkeja Creatives warrants that it will perform Services in a professional and workmanlike manner.
- Except for gross negligence or willful misconduct, Kipkeja Creatives' total liability under these Terms shall not exceed the fees paid by the Client for the Services in question.
- Kipkeja Creatives is not liable for indirect, incidental, or consequential damages.



# Terms & Conditions

## KIPKEJA CREATIVES

### 11. Termination

- Either party may terminate with 7 days' written notice. Upon termination, the Client pays for all work completed up to the termination date.
- Kipkeja Creatives may suspend work if the Client fails to pay any undisputed invoice by its due date.

### 12. Force Majeure

Neither party is liable for delays or failures caused by events beyond reasonable control (e.g., natural disasters, strikes, internet outages).

### 13. Legal & Compliance

- These Terms are governed by the laws of Kenya.
- Kipkeja Creatives is registered under Kenyan business laws.
  
- Kipkeja Creatives complies with all applicable data protection laws (including emerging policies under Kenya's Data Protection Act, 2019).

### 14. Acceptance

By engaging Kipkeja Creatives for Services, the Client acknowledges they have read, understood, and agree to these Terms & Conditions.



# Next Steps

## KIPKEJA CREATIVES





# Kipkeja Creatives

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## CONTACT US ✨

Have an idea, project, or question? Let's create something impactful together!  
Reach out to Kipkeja Creatives today.

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 Nairobi and Eldoret

**THANK YOU!**