

Company Name:	Contract Number:
Address:	Contact Info:

**Project Description:**

**Estimated Costs**

Labor fees (design, art direction, production, client services, etc.)	
Consultation fees	
Materials costs (CD/DVDs, scanning, project specific materials, etc.)	
<b>Total:</b>	

Project estimates are valid for 90 days from the date of estimate. Project may be re-estimated if, upon receipt of all project elements, the designer determines the scope of the project has been altered dramatically from the originally agreed upon concept. Estimates are based on one time fees or the hourly rate of \$20/hr. Designer will be compensated for time worked over estimation within reason.

**Payment Schedule**

- A deposit in an amount equal to 25% of the total estimated cost is requested prior to execution of the project (\$\_\_\_\_\_).
- Payment in full or the remaining balance is to be paid upon delivery of the completed project
- Payment in full or the remaining balance is to be paid 15 days from receipt of the final invoice for the completed project. Finance charge of 1.5% per month (18% annually) on all overdue balances.

**Reproduction of Work**

- The client assumes full reproduction rights upon payment for completed project.
- One time reproduction rights for the specified project, at the agreed fee, are granted to the client. Any other usage must be negotiated.
- The designer retains personal rights to use the completed project and any preliminary designs for the purpose of design competitions, future publications on design, educational purposes and the marketing of the designer's business. Where applicable the client will be given any necessary credit for usage of the project elements.

**Rejection/Cancellation of Work**


The client shall not unreasonably withhold acceptance of, or payment for, the project. If, prior to completion of the project, the client observes any nonconformance with the design plan, the designer must be promptly notified, allowing for necessary corrections. Rejection of the completed project or cancellation during its execution will result in forfeiture of deposit and the possible billing for all additional labor or expenses to date. All elements of the project must then be returned to the designer. Any usage by the client of those design elements will result in appropriate legal action. Client shall bear all costs, expenses, and reasonable attorney's fees in any action brought to recover payment under this contract or in which \_\_\_\_\_ may become a party by reason of this contract.

**Completion of Project**

The estimated completion date the project is \_\_\_\_\_. Any shipping or insurance costs will be assumed by the client. Any alteration or deviation from the above specifications involving extra costs will be executed only upon approval with the client. Any delay in the completion of the project due to actions or negligence of client, unusual transportation delays, unforeseen illness, or external forces beyond the control of the designer, shall entitle the designer to extend the completion/delivery date, upon notifying the client, by the time equivalent to the period of such delay.

**Acceptance of Agreement**

The above prices, specifications and conditions are hereby accepted. The designer is authorized to execute the project as outlined in this agreement. Payment will be made as proposed above.

Client Signature:		Date:	
Designer Signature:		Date:	