

**Client contact name:**

**Business name:**

**Address:**

**Phone/Email/Fax:**

### Project Description

*This section is covered in more detail in the design brief, including all media platforms required for the execution of the project. Things like your target market, goals and objectives will be covered here. If the goals of the project change from the original design brief or this discription, an additional charge may be requested. It's very important to get the goals right in the beginning phase.*

### Estimated Costs:

*Labor fees (design, art direction, production, copy writing, etc) are estimated at a total of \$ \_\_\_\_\_*

*Materials cost (project specific materials) are estimated at a total of \$ \_\_\_\_\_*

*Total estimated cost of project: \$ \_\_\_\_\_*

*Project estimates may be reestimated if, upon receipt of all project elements, the designer determines the scope of the project has been altered from the originally agreed upon concept. Printing fees will be estimated separately and payment arrangements made between client and printer.*

### Payment Schedule

*A deposit in the amount equal to 50% of the total estimated cost is requested prior to execution of the protect (\$ \_\_\_\_\_)*

### Rejection/Cancellation of the project:

*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 to take place.*

*Rejection of the completed project or cancellation during it's execution will result in the forfeiture of the 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 your company my become a party by reason of this contract.*

### Completion/Delivery of project:

*The estimated completion date of 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 of the 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, and the design brief.*

**Clients signature:**

**Designer's signature:**

**Witness (if needed):**

**Date:**