



PROJECT DESCRIPTION

PROJECT PARAMETERS

_____ Due Date _____ Quantity (including 10% overage)

ESTIMATED COSTS

__ Labor fees (design, art direction, production, client services, etc.) are estimated at a total of \$ _____ or ____ see attached estimate sheet for specifications.

__ Consultation fees are estimated at a total of \$ _____ or ____ see attached estimate sheet for specifications.

__ Materials costs (project specific materials, related goods, printing, etc.) are estimated at a total of \$ _____ or ____ see attached estimate sheet for specifications.

__ Total estimated cost of project: \$ _____. Project estimates are valid for 30 days from the date of estimate.

Any alteration or deviation from the above specifications involving extra costs will be executed only upon approval with the client.

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, the Client will be notified and a new estimate presented for approval.

If, at any time, the Client requests alterations to original design, substitution of materials or increases quantity, a new estimate will be presented which reflects associated labor, consultation or material expenses related to the change. All labor, consultation or material expenses incurred to that point and relating to the original design would be at the Client's expense.

PAYMENT SCHEDULE

__ A deposit in an amount equal to 50% of the total estimated cost is requested prior to execution of the project (\$ _____).

__ Payment of the remaining balance is to be paid 15 days from receipt of the final invoice for the completed project. A finance charge of ____ will be added on all overdue balances.

__ A fee of \$35 will be charged for returned checks

__ Additional payment arrangements:

REPRODUCTION OF WORK

__ All reproduction rights on the copyrighted work are retained by the Designer. The work may not be reproduced in any form without consent from the Designer.

__ 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 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 non-conformance 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 Sheryl Bracken/Paper Moxie may become a party by reason of this contract.

COMPLETION/DELIVERY OF PROJECT

The estimated completion date the project is _____. All postage, shipping, handling and/or insurance costs will be assumed by 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's signature _____

Designer's signature _____

Date _____