

## *date*

AGREEMENT DATE \_\_\_\_\_  
between the undersigned DESIGNER & CLIENT.

## *details*

Type of design(s) requested \_\_\_\_\_

Size of Design(s) \_\_\_\_\_

Digital \_\_\_\_\_ Print \_\_\_\_\_ Both \_\_\_\_\_

Due Date of 1st proof \_\_\_\_\_

Due Date of Final Version \_\_\_\_\_

List Specific Information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## *rights*

The undersigned parties hereby agree that the designs made by the Designer will have shared rights with the Client. These shared rights include digital and print distribution. The Client can use these designs for their personal & professional use, promotion for their event or organization, and in a commercial setting if applicable. If these designs are involved in a commercial setting, the Designer will either receive royalties or proper credit for their contribution in the project. The Designer will provide the Client with the file types they need for both printing and digital display. In digital form, if a watermark is not present, the Client must give credit to the Designer. The Designer may also use these images for their print and digital portfolio as well as display the finished product on their website.

# *process*

After the initial meeting, the design process will proceed as follows. The Client provides required text and images as well as specific points the Designer needs to know. The Designer will begin laying everything out and add in more information if the Client sees fit. Once the first proof is complete, the Designer will send it for the Client to review. The Client will then provide corrections and overall suggestions. \*Note: the more changes requested by the Client, the longer it will take the Designer to finish. As such, minor changes are permissible but the Designer will do no more than two major changes (redesigns, changing over 50% of the design, etc). If more than two major changes are deemed necessary, additional payment will be made by the Client to the Designer. Once those edits have been made, and the final proof has been approved, the Designer will send the files and the Client will give the last payment.

# *payment*

The enticement and consideration for this agreement is the promise by the Client to pay the Designer the amount of \$\_\_\_\_\_. This will be split into three payments. The first payment occurs at the initial briefing meeting. The second payment occurs after the first proof has been sent. The third and final payment will be given once the project is complete.

# *signature*

IN WITNESS WHEREOF we have entered into this written contract as of the date above written.

CLIENT:\_\_\_\_\_

DESIGNER:\_\_\_\_\_

(810) 955-9291

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# CONTRACT