

Sage Liskey Design Contract

radcatpress@gmail.com

Project estimate (hours):	Half due:
Final total (hours):	Full due minus Half:

Date: _____ Timeline for Completion: _____
Client's Name (print): _____
Project Name or Description: _____

What will I be delivering when the project is complete? (a file, a printed poster, a website):

Contact Information (I will only use this information as it relates directly to the project):
E-mail: _____
Phone Number: _____ Text okay? Circle one: Yes No
Address: _____

This graphic design contract is between the client listed above and Sage Liskey.

Hi! Thanks for using my services. I work as an independent contractor and charge \$35/hour with a \$70 minimum unless another agreement is reached between us.

FEES

Beyond the graphic design itself, my hourly rate applies to meetings (meetings prior to signing this contract are free), phone calls, e-mails, editing, research, and going to the print shop. You, the client, are responsible for any extra fees directly related to the project such as printing, subscriptions, stock photos, professional services, and promotional ads. I will inform you of the cost of these extra fees and wait for your consent prior to purchasing them if they have not yet been discussed as part of our initial agreement. You will be charged for these with the project's completion.

An estimated total cost will be given to you at the beginning of our working together. Half of the lowest estimate will be due upfront as a deposit before I begin working on the project and the final total is due upon completion of the project including any extra fees as explained in the previous paragraph.

If the scope of work changes during the project's completion additional costs may occur.

For payment I accept cash (preferred and 5% off your total), check, credit/debit card (adds a 4% service fee), and PayPal (adds a 4% service fee). If you are unable to pay within seven days of the bill being sent to you, I am open to making a payment plan for up to 6 months through PayPal with a 10% service fee.

Upon completion or premature end of the project, all files and images will enter into the ownership of the client, but may be used by Sage Liskey for portfolio samples and be shown to other potential clients.

Any images or other media provided by the client must be owned by them. Any lawsuit or monetary fines

that arise due to copyright infringement of images or other media supplied by the client will be the responsibility of the client.

CONFIDENTIALITY

I may be involved in or become aware of information that relates to the client on a personal level including information related to the client's past, future, present, customer names, marketing plans, project information, and financial documents.

I agree to protect all the above information and keep any information obtained confidential excepting images of completed projects used in my portfolio.

COMMUNICATION

I will periodically check in with the Client with mock-ups, questions, status updates, and finalized projects. The Client is expected to communicate with me in a timely manner, preferably within 24 hours of being contacted Monday through Friday.

Please provide detailed feedback for what you like and don't like about each new version of your file.

CLIENT APPROVAL

The Client will be notified and must approve any and all materials prior to project finalization and submission.

Furthermore, the Client will have permission to accept the work and request revisions if needed. All revisions will be charged at the same hourly rate as was initially agreed upon.

TERMINATION

Either party may terminate this contract at any time for any reason they deem necessary with written notice. Upon cancellation of this contract, the Client will be responsible for all expenses incurred prior to contract termination within seven days of the bill being sent.

Should the Client choose to cancel this project after the project's completion, the Client will remain responsible for full payment of the complete project total.

To be clear, there are very few reasons that I would cancel a contract, but some include: Lack of communication, violent or otherwise problematic language or behavior, or medical emergencies.

By signing this contract you (the client) agree to the terms listed above.

I look forward to working with you!

Signature of Designer: _____ Date: _____

Signature of Client: _____ Date: _____