

Jeremy Harrington

4920 Lombard, Ave.
Beaverton, OR 97005
E. Jeremy@burningsquare.com
P. 541-619-4683



Dateline

Client : Mr So and So

Company: So And So Co.

Address: 54321 some street

City/State: Someplace, OR 97005

PROJECT DESCRIPTION:

A brief description of what your project will entail

ESTIMATED COSTS:

This is a hourly breakdown of what I estimate your project will cost. Below is for example only.

Logo

1 hour to see production process

3 hours researching competition and ideating on possible design directions.

5 hours to create 3-5 finalized compositions of a finished logo type.

1 hour to make any changes or revisions that maybe required to the design you chose.

Label System

1 hour researching competitive labels this overlaps with logo research.

1 hour researching font choice for label system.

1 hour designing color pallet that accentuates scrub.

4 hours to create 3-5 finalized compositions of a finished labeling system ready for print.

1 hour to make any changes or revisions that maybe required to the design you chose.

Total: 10 hours for logo and an additional 8 hours for labeling system
for a total of 18 hours billable @\$XX/hr.

or

Total estimated cost of project: \$XXX

Project estimates are valid for 90 days from the date of estimate. Project may be reestimated 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. Printing fees will be estimated separately and payment arrangements made between client and printer.

PAYMENT SCHEDULE:

A deposit in an amount equal to \$XXx is requested prior to execution of the project, and was received on XX-XX-XX. Payment for the remainder of the project shall be received as deliverable are produced. Payment in full or the remaining balance is to be paid upon delivery of the completed project.

ESTIMATED COMPLETION DATE:

XX-XX-XX

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REPRODUCTION OF WORK:

The client assumes full reproduction rights upon payment for completed project.

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 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 possible forfeiture of deposit and the billing for all additional labor or expenses to date. All elements of the project not in a completed state 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/DELIVERY OF PROJECT

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's signature: _____

Designer's signature: _____

Date: _____