



Date: _____ Client: _____

Contacts: _____

Address: _____

City _____ state: _____ zip: _____

Phone: _____ fax: _____ e-mail: _____

Project timeline: _____

Project description: _____

Design fee/type (expenses will be billed separately)

_____ hourly rate @ \$ _____ billed monthly billed upon completion (see anticipated schedule of events)

_____ flat rate of \$ _____ (see schedule below)

Schedule

- phase 1—50% upon signing – includes initial consultation & production of up to 3 “loose” comps/distinct ideas. Additional designs/comps will be billed at a rate of \$ _____ an hour.
- phase 2—25% upon acceptance of one phase 2 comp/idea – includes the creation of a “tight” comp and one round of revisions. Any additional revisions, after one round of revisions will be billed at a rate of \$ _____ an hour.
- phase 3—25% plus all expensed due upon completion/delivery – final files will be delivered to client or service bureau. Blue lines and/or aqueous proofs (color proofs recommended for all color jobs) will be ordered at client’s expense. Press checks and/or proofing will be conducted by the designer and final proofing of the proofs will be conducted by the client. Client is required to sign off on all work when approved. designer will not be held liable for errors not caught by client after client’s approval has been received by service bureau. Unless requested by the client all fees incurred by the client at the service bureau will be directly billed to the client by the service bureau. If designer is to pay out of pocket to any of the service bureaus or vendors there will be an additional 15% handling fee charged to the client for this service.
- phase 4—if any further contact with a service bureau, vendor and/or client is required, client will be billed at an hourly rate of \$ _____, due upon completion of job unless an additional agreement is made.

Estimated/potential outside expenses (not included in design fees).

These expenses may be incurred by the designer on behalf of the client. Client will reimburse designer for all expenses arising from this assignment, including expenses and fees arising from client specified changes.

illustration: _____ photography: _____

models/props: _____ materials/supplies: _____

type purchases: _____ copywriting: _____

editing: _____ printing (if brokered by designer): _____

client change orders: _____ communication expenses: _____

transp/travel: _____ shipping/insurance: _____

other: _____ other: _____

expenses subtotal \$ _____

expenses sales tax \$ _____

15% handling fee \$ _____

subtotal \$ _____

total design fee \$ _____

total amount due \$ _____

Synergy Creative Services

initials designer date _____

initials client date _____

please make all payments to: Lindsey Baker