

PROJECT OUTLINE INTAKE FORM.

CLIENT INFORMATION

Name: Phone: Email:
Address: City: State: Zip Code:

PROJECT OUTLINE

Type of project (Project Title):

Project Description / List of Services:

Logo Stationery ID Cards Poster Flyer Website Marketing SEO
Social Media: Twitter Facebook Instagram Other:

SCHEDULE OF PAYMENT

Payment Agreement:

Total Due: \$.

IMPORTANT DISCLAIMERS FOR ANY AGREEMENT

Cancellation of project: In the event of cancellation or the assignment, ownership of all copyrights and the original artwork and disks/ discs shall be retained by the designer, and a cancellation fee of \$. for work completed and expenses already incurred, shall be paid by the client. After 30 days of no payment received there will be a \$10 additional charge in top of cancellation fee.

Reproduction of work: The designer retains the personal rights to use the complete project and any preliminary designs for the purpose of design competitions, future publications on the design, educational purposes and the marketing of the designer's business.

ACCEPTANCE OF AGREEMENT

Client's Signature: Date: