

**TERMS:**

Half of estimated cost is due when client signs contract. After half of the job is completed, the client will be billed the agreed upon hourly rate for each hour of work. A bill will be sent to the client every 30 days.

**DESIGN PROCEDURE:**

The client will receive three preliminary designs for critique. After the third critique, additional charges for excessive revisions may apply. No work will go live, be printed, or used until the client proof reads and approves the design materials with a signature.

**COMMUNICATION:**

The client is allowed four 30-minute meetings. Any additional meetings may incur additional charges.

Email is the preferred method of contact outside meetings. Emails will be answered in a timely manner from 9 am to 5 pm on Monday – Friday. Please keep record of all email correspondence.

**CONTENT | MATERIAL:**

The client will be required to provide all the necessary images and content for the materials being designed. All images should be in digital format such as jpeg, tiff or .psd file formats. The images should also be in CMYK color mode with a minimum of 300 dpi resolution. Any images that need to be photographed, scanned, or created through illustration will incur additional hourly charges. All content should be provided in a digital format, preferably an .rtf format. Most documents can be saved as an .rtf in Microsoft Word, or exported as an .rtf in Pages. Text changes and copy writing may incur additional charges and will alter the completion date of the project.

**RUSH CHARGES:**

The established hourly rate will be doubled for any requested work on holidays, weekends, or large amounts of work due within a 48 hour notice.

**TIMEOUTS:**

If the client does not provide the needed materials or sign off on a project in a timely manner (90 days), this contract is void and any payments or deposits previously made are considered forfeit.

**CONFIDENTIAL | COPYRIGHT:**

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\_\_\_\_\_  
Clients Signature

\_\_\_\_\_  
Designer's Signature

\_\_\_\_\_  
Date

