



**Key Lime Creative c/o Jennifer Harris**  
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Date: \_\_\_\_\_ Job Name: \_\_\_\_\_  
 Client Name: \_\_\_\_\_ Job Description: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Deadline: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Deposit Req'd: \_\_\_\_\_ by (Date): \_\_\_\_\_  
 Email: \_\_\_\_\_ Estimate and Contract \_\_\_\_\_

## Contract of Terms & Conditions

### Payment Schedule

A deposit of 30% of the quoted price is required before design work can begin on any project. The remainder is due before delivery of the finished product. For printed items 100% is to be paid in full before items are printed. All invoices are payable within 30 days of receipt. A 1.5% monthly service charge is payable on all overdue accounts. The grant of any license or right of copyright is conditioned on receipt of full payment. The client shall assume responsibility for all collection of legal fees necessitated by default in payment.

### Estimates

Estimates are guaranteed within 10%, however if the client requests work that has not been detailed in the original estimate, this work will be considered a revision and will be billed separately. If it is evident that the Client has been unclear about the needs of the project, estimates are subject to adjustment at the discretion of the designer. Billing will reflect the actual costs incurred.

### Revisions

New work requested by the client and performed by the designer after a proposal/estimate has been approved is considered a revision. If the job changes to an extent that substantially alters the specifications described in the original estimate, both parties must agree upon a revised additional fee before further work proceeds.

### Out of pocket expenses

Fees for professional services do not include outside purchases such as, but not limited to, printing, photography, colour printouts, laminating, illustrations, separations, shipping and handling or courier service. Expenses are itemized on each invoice. Expenses are subject to GST and PST.

### Accuracy

It is the client's responsibility to check proofs carefully for accuracy in all respects, ranging from spelling to technical illustrations. The designer is not liable for errors or omissions. Client's signature in person or electronically is required on all mechanicals or artwork prior to release for printing or other implementation.

### Nature of Copy

Client is responsible for all trademark, servicemark, copyright and patent infringement clearances. Client is also responsible for arranging, prior to publication, any necessary legal clearance of materials prepared by designer.

### Cancellation

In the event of cancellation of this assignment, ownership of all copyrights and the original artwork shall be retained by the designer, and a cancellation fee for work completed, based on a \$50.00 per hour rate and expenses already incurred shall be paid by the client.

### Rights of Ownership

The client will own the rights to the artwork once the project is paid in full and no further revisions are needed. The client will not be permitted to use this artwork for any purpose but the stated purpose. Designer retains all rights to use this project for her own marketing materials and portfolio.

*The signature of both parties shall evidence acceptance of these terms*

\_\_\_\_\_  
 Designer Signature

\_\_\_\_\_  
 Client Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_