

I, _____, have hired Alexandria Batchelor, also known as Foxee Design, as a graphic designer for the following project:

Project Description

Project Task List/Price Breakdown

PROJECT TASK	DESIGNER'S INITIALS	PRICING	CLIENT'S INITIALS
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	

Foxee Design has signed off on each task of the project as a written confirmation that she will complete said tasks. I have signed off on each task's price as a written confirmation that I agree to said pricing. This task list can be subject to change, but I understand that this will affect the price of the project.

Client Signature



Deposit/Payment Plan

I understand that in order for Foxee Design to start the project, I must provide a *non-refundable* 50% deposit.

Since I cannot afford to provide a 50% deposit, I have chosen the option of a [two-installment or three-installment] payment plan.

I will be paying via [PayPal (preferred method), check, or cash]. I understand that if I choose the option of paying by check or cash, that Foxee Design is not responsible for any loss of payment in transit.

Client Initials

Deadline

My proposed deadline is _____ / _____ / _____ [Month/Day/Year].

If there is an extension needed on either my end or Foxee Design's end, a week's notice will be given.

Because I gave less than a week's notice for the project, I understand that this will be a rush job and that there will be an additional fee.

Client Initials

Editing

I understand that the base price of each task allows for three rounds of edits. If any more edits are needed, I will be subject to a \$50 fee for each additional edit. Any request that causes Foxee to scrap and redo major elements of a design will not be charged as an edit. This request will be charged as a second unit of product/service.

Client Initials

Communication

I understand that if I fail to communicate (via email, Facebook, text, phone) with Foxee Design after 5-7 business days, the project will be halted until communication is resumed. Deadlines may be altered due to miscommunication.

Client Initials

Hours

I understand that if I call Foxee Design outside of her availability, Foxee may choose to not answer. Unless urgent, Foxee Design will take 1-2 business days to respond.

DAY	Via PHONE	Via EMAIL
Monday	5:30 pm – 7:30 pm	5:30 pm – 9:30 pm
Tuesday	5:30 pm – 7:30 pm	5:30 pm – 9:30 pm
Wednesday	5:30 pm – 7:30 pm	5:30 pm – 9:30 pm
Thursday	5:30 pm – 7:30 pm	5:30 pm – 9:30 pm
Friday	5:30 pm – 7:30 pm	5:30 pm – 9:30 pm
Saturday	11:00 am – 2:00 pm	11:00 am – 2:00 pm
Sunday	<i>Not Available</i>	<i>Not Available</i>

Client Initials

Portfolio Rights/Credit

I understand that I can have ownership of any materials created transferred to me (“Transfer of Ownership” contract), however, Foxee Design will maintain her rights to usages of said materials in her printed and online portfolios. I also agree to give any due credit to Foxee, including but not limited to written, verbal, and even appropriate tagging on social media via @foxeedesign.

Client Initials



Termination

If there is a complication in the client-designer relationship, Foxee Design or I can terminate a project. I understand that if I choose to end a project, my deposit is non-refundable and no work done on the project will be released to me. If Foxee Design terminates a project, I understand that I will only receive 25% of my deposit back and no work done on the project will be released to me. If I would like work released to me, I will forfeit the 25% refund of my deposit.

Client Initials

Client Signature

Date

Designer Signature

Date

