

# CONTRACT AGREEMENT

**[Your Name]**

[Your Address]

[Your Phone number]

[Your Email]

**[Client Name]**

[Client Address]

[Client Phone Number]

[Client Email]

**Today's date:** [XX/XX/20]

**Dear** [insert name]

This contract is intended to lay down a few simple points so that we are on the same page from the beginning and into the future in terms of both parties roles and responsibilities. I am grateful for the opportunity to work with you and to contribute to this (exciting, important and timely topic).

Kind regards,  
[Your Name]

**Project Description**

You [insert client/company name] are proposing to hire me [insert your name] to provide Graphic Design services. The goals of the project are to create the following deliverables:

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- -----
- -----
- -----

I, the designer, agree to carry out my responsibilities in a professional and timely manner. You also agree to stick to the payment schedule set out in this contract.

**Schedule**

Both parties agree to the following schedule:

- Phase 1 / Preliminary Design/Concepts.....XX/XX/20
- Phase 2 / Client Approval/Comment .....XX/XX/20
- Phase 3 / Revisions/Comment.....XX/XX/20
- Phase 4 / Final Design.....XX/XX/20

**Fees & Payment**

The total project fee is fixed at £XXX, which is due to be paid in increments as follows:

- Phase 1 / I require 50% (£XXX) deposit up-front before preliminary design commences.
- Phase 2 + 3 / 25% (£XX) will be due once you have approved your preferred route (see 'Approval & Revisions').
- Phase 4 / The final 25% of the balance (£XX) is due when the work is completed and no revisions are required.

Thank you in advance for respecting this payment schedule!

**Approval & Revisions**

The client must approve all designs before the project is finalised. The client is entitled to X number of revisions. Any revisions beyond X shall be chargeable at a rate of £XX per hour.

**Fees include the following:**

Work Planning, meetings, workshops, phone calls, emails, project management, gathering quotes, researching printers, production, accounting, small printing costs, sample requests and follow-up.

**Fees do not include the following:**

Materials, travel expenses, food and drink expenses, high printer fees, gear rental and prototypes. If necessary, these will be approved by the client prior to being purchased.

**Legal**

The intentions laid out in this document are serious and this contract is a legal document. Client and Designer may terminate the project based upon mutually agreeable terms. If termination occurs after commencement of the project, time invested beyond the up front deposit will be billed at £XX per hour. If for some reason one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place.

Designer Name (printed)

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Designer Signature

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Date

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Client Name (printed)

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Client Signature

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Date

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**Balance due**

£XXX.