



CLARK DIGITAL ARTS

CLIENT: Client Name
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Phone, fax
e-mail@yahoo.com

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PROJECT DESCRIPTION:

Creation of Dear Birthmother letter and website. A Dear Birthmother letter is a document (also called a brochure or a parent profile) created using text and photographs to show a picture of the prospective adoptive family's life, hobbies, and dreams of parenting.

ESTIMATED COSTS:

Labor fees for Dear Birthmother letter (design, layout, editing, writing, art direction, photo editing and manipulation, etc.) are estimated at a total of \$_____. Labor fees for Website (design, layout, editing, writing, art direction, photo editing and manipulation, etc.) are estimated at a total of \$_____.

TOTAL ESTIMATED COST OF PROJECT: \$_____. **DATE OF ESTIMATE:** _____.

Project estimates are valid for 90 days from the date of estimate. If substantial changes are requested by the client after 1st draft approval, the estimate will be void. Jamie Clark Designs, hereinafter 'the Designer' will reestimate the project taking into consideration the clients requested changes.

PAYMENT SCHEDULE:

A non-refundable deposit in the amount of \$_____ is required prior to execution of the project.

THE REMAINING BALANCE IS TO BE PAID UPON DELIVERY OF THE COMPLETED PROJECT.

REPRODUCTION OF WORK:

The client assumes full reproduction rights upon payment of the completed project. The designer retains personal rights to use the completed project and any preliminary designs for the purpose of design competitions, future publications on design, educational purposes and the marketing of the designer's business.

REJECTION/CANCELLATION OF PROJECT:

The client shall not unreasonably withhold acceptance of, or payment for, the project. If, prior to completion of the project, the client observes any nonconformance with the design plan, the designer must be promptly notified, allowing for necessary corrections. Rejection of the completed project or cancellation during its execution will result in forfeiture of deposit and the billing for all additional labor at the rate of \$50 per hour or expenses to date.

If contract is cancelled and full payment is not made by client, the work cannot be used or reproduced or otherwise copied in any form by the client. Any usage by the client of those design elements will result in appropriate legal action. Client shall bear all costs, expenses, and reasonable attorney's fees in any action brought to recover payment under this contract or in which the designer may become a party by reason of this contract.

ACCEPTANCE OF AGREEMENT:

The above prices, specifications and conditions are hereby accepted. The designer is authorized to execute the project as outlined in this agreement. Payment will be made as proposed above.

Client's signature: _____

Designer's signature: _____

Date: _____

Date: _____