

Lisa Pellegrini

GRAPHIC DESIGN

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262.370.5472 425 E. Capitol Dr. Hartland, WI 53029

Contract

Date: _____

The costs and expenses cited in this proposal are the best estimates given the information provided. If additional information is forthcoming, the project specifications change, or the scheduling changes, cost and expense estimates may change.

Revisions and Alterations

Work not described in this proposal, including but not limited to revisions, corrections, alterations and additional proofs, will be billed as an additional cost at the hourly labor rate of \$65/hour.

Terms

If the total amount due exceeds \$300, approximately one half of the total estimated cost will be due in advance; remaining portion of the payment will be due upon delivery of the completed design. If any phrase of the assignments is delayed longer than sixty days, we will bill for work completed to date.

Responsibility

Lisa Pellegrini will make every reasonable effort to assure the accuracy of the material provided, but are not responsible for the correctness of copy, illustrations, photographs, trademarks, nor for obtaining clearances or approvals.

We will take normal measure to safeguard any materials entrusted to us. However, we are not responsible for the loss, damage or unauthorized use of such materials, nor are we responsible for the actions of the vendors and supplier we utilize.

Ownership

All film and printed materials will remain the property of the client. Ideas which are not accepted remain the property of Lisa Pellegrini and may be used in the future in the course of other assignments.

Purchase Order

All invoices submitted will be payable within 15 days of receipt. Interest may be charged on past due invoices.

Time Frame

This quote is good for 90 days. Changes may be accepted on an as needed basis.

I shall be pleased to begin work upon receipt of your purchase order.

Approved by: X _____