



sonia leong, artist & illustrator, sweatdrop studios
~ anime/manga-style ~ comics ~ illustrations ~
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GRAPHIC DESIGN CONTRACT

Designer: Sonia Leong, ***Address***

Client: (Name, Address, Contact email/tel.no)

PROJECT DESCRIPTION

Media required: Digital or Natural?

Dimensions: Size and resolution?

Consultations: How many stages of project approval/milestones?

Completion date: Deadline? How strict?

Description of art: Please provide a clear and accurate description of what you want

ESTIMATED COSTS:

Estimated labour time: Total number of hours I would work on this

Estimated cost of labour: Hourly rate, depends on discounts, rights and future income

Total estimated cost of project: (VAT not required) Total fee

There is no charge for consultation or cost of materials. This estimate will remain valid to the completion date unless during later consultations with the client, the product description should change greatly from its initial form.

PAYMENT SCHEDULE:

A deposit of £50 or 25% of total estimated cost of project (whichever is the greater sum) is to be paid to the designer after initial consultation. The balance is to be paid upon the client's receipt of the designer's work. Payment must be made within 30 days of invoice/final delivery or the designer will exercise her statutory right to claim interest and compensation for debt recovery costs under The Late Payment of Commercial Debts Regulations 2002.

REPRODUCTION OF WORK:

The client assumes full reproduction rights upon payment for completed project.

The designer retains copyright 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. Where applicable the client will be given any necessary credit for usage of the project elements.

OR

The client assumes copyright. The designer retains reproduction rights to use the completed project and any preliminary designs for the marketing of the designer's business. Where applicable the client will be given any necessary credit for usage of the project elements.

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 non-conformance 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/or possible billing for all additional labour or expenses to date. Non-payment will be regarded as rejection of the project. All elements of the project must then be returned to the designer. Any usage by the client of those design elements will result in appropriate legal action. Client shall bear all costs, expenses, and reasonable legal 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.

COMPLETION/DELIVERY OF PROJECT

Any shipping or insurance costs will be assumed by the client. Any alteration or deviation from the above specifications involving extra costs will be executed only upon approval with the client. Any delay in the completion of the project due to actions or negligence of client, unusual transportation delays, unforeseen illness, or external forces beyond the control of the designer, shall entitle the designer to extend the completion/delivery date, upon notifying the client, by the time equivalent to the period of such delay.

ACCEPTANCE OF AGREEMENT:

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

Client's signature _____

Date _____

Designer's signature _____

Date _____