sent to Cloud on

("Proposal"). The parties therefore agrees in follow-

Basic Terms and Conditions

1. DEFINITIONS As used herein and throughout this Agreement:

Contracts Made Simple

1.4 Deliverables means the services and work product specified in the Property to be follower of Deligner to Clear, in the form and media specified in the Property.

1.5 Designer Tools means all design work developed and or utilized by Designer is preferred forvices, including without limitation pre-estiming and sevely developed software factories or rade, Web authoring work, type from, and application work, repeter with our effect ordered.

1.6 Final dot means all creative connect developed or created by Designer, or connected by Designer, exclusively for the Project

and incomparated into and delivered as part of the Final Deliverables, including and in our of example, not limitation, any and all visual designs, visual electrons, graphic design. (December) photography, minution, seconds, typographic treatments and next, multilization to Clevel Conand Designet's selection, attangement and coordination of each electron regular with Clevel Con-Coursest and 'or Third Party Marstals.

1.7 Final Deliverables means the final versions of Deliverables provided by Designet and conver-

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Basic Terms and Conditions

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- As used herein and throughout this Agreement
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- 1.3 Clime Greatest means all to reastnut provided by Clima for
- 1.3 Capyrights means the medium of expression, as
- 1.4 Deliverables means the Designer to Client, in the
- 1.5 Designer Tools nonberview, including with

Why should you have a contract?

- To protect yourself, your work, and your time.
- Spell out terms, payment, and delivery
- Assures rights, claims to files, usage and other rights purchased
- Sets hourly rate and number of revisions before more \$\$\$ is exchanged
- It is what the court will use if there is a problem

1.4 Final Art means all creative common developed or created by Designer, or committee Designer, exclusively for the Project and incorporated into and delivered as part of the Final Deliverables, including and by way of several designs, visual descents, propiet design. Generated photography, animation, neural, typegraphic treatments and rest, modification to Cleve Co and Designer's selection, arrangement and restrikation of each descent regelier treatment of each descent regelier treatment.

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Things to include in your contract:

1.5 Designer Tools merane all design work developed and or utilized by Designer is preferred. Services, including without limitation pre-estimating and newly developed outcome inclusion or rade, Web authoring work, type from, and application work, together with any other colours of other inconstions whether or not presentifie, and proved new-experimination encourses with a website design, architecture, layeest, navigational and functional element.

1.4 Final det manam all creative communit developed or created by Designer, or created to Designer, exclusively for the Project and incorporated into and delivered as part of the Final Deliverables, inducting and by the trace of the Final Deliverables, inducting and by the trace of the Final Deliverables, inducting and by the trace of the Designer, trace of the Providence, project design, the trace of the Designer, and interaction, any and all viewal designs, traced sizes and test, moduling to the Court of the Designer's advantation, arrangements and essentiations of each designer, regulated to the Court of the Designer's advantation, arrangements and essentiations of each designer, regulated to the Court of the Designer's advantation, arrangements and essentiations of each designer, regulated to the Court of the Designer's advantation, arrangements and essentiations of each designer, regulated to the Court of the Designer's advantation, arrangements and essentiations of each designer, regulated to the Court of the Designer's advantation, arrangements and essentiations of each designer, regulated to the Court of the Designer's advantation, arrangements and essentiations of each designer, regulated to the Court of the Court of the Designer's advantation.

1.7 Find Deliverables means the final versions of Deliverables previded by Designer and ensure

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Basic Terms and Conditions

1. DEFINITIONS

1. Estimate terms:

Estimate the amount of time needed – overestimate at first Clients love it when things are done early and under budget If more time is needed, call and check in with them

Who pays for special things like fonts or stock imagery? Are these added to the final charges or a part of the initial estimate?

Are there special charges for rush orders? Special project fees? Kill fees?

Exact description of the product/services and an invoice schedule

Sarah Haig

("Proposa"). The parties therefore agree is follow-

Basic Terms and Conditions

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1.3 Capyrights means the proper medium of expression, as defined

2. Changes:

How many changes or rounds of revision are allowed before an additional fee is added?

How much is the additional revision?

1.5 Designer Tools means all design work developed and be utilized by Designer is preferred forvices, including without limitation pre-estisting and sevely developed outware below. In the rade, Web authoring work, type from, and application tools, together with new other colors, or other investions whether or not parentality, and proved new copyrightable converge to be a website design, architecture, layeer, navigational and functional electron.

1.4 Deliverables means the services and weak product specified in the Proposal to be included

1.4 Final Art means all creative content developed or created by Designer, or created by Designer, exclusively for the Project and incorporated into and delivered as part of the Final Deliverables, including and by two of example, not limitation, any and all visual designs, visual sizeness, prophile design, filencesses, phorography, minution, seconds, typegraphic resonances and sect, modulination to Cover Cove and Designer's selection, arrangement and essentiaution of each sizeness regulation (cover Cover Course and/or Third Party Marsela).

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1.2 Client Course means all materials, indicensation, photography, writings and other courses content provided by Client for use in the preparation of and 'or incorporation in the University."

1.3 Capyrights means the promedium of expression, as ded

1.4 Deliverables means the ser-

3. Turn around time:

How quickly should they expect to see work back? Deadlines motivate you to get stuff done.

1.5 Designer Task means all design work developed and be writtend by Designer to preferre the second formation, including without limitation pre-estimating and newly developed software for both to be and, with any time from, and application tools, together with new other colored, or other increasing works or new parentality, and proved new experimentation encourses whether an any parentality, and proved new experimentation encourses (a) and the second encourses.

1.4 Pinal Art means all creative common developed or created by Decigner, in commenced by Decigner, enduated in Project and Incorporated into and delivered as part of the Final Deliveration, including and by tree of example, net limitation, any and all visual decigns, visual electrons, graphic decign, financial plantagraphy, animation, neurable, typographic treatment and test, modification to Cleve Command Designer's adjection, arrangement and exections of each deciment regulation (Cleve). Command Designer's adjection, arrangement and exections of each deciment regulation (Cleve).

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1.3 Capyrights means the propmedium of expression, as define

1.4 Deliverables means the service Designer to Client, in the form

 Designer Task means all des farvices, including without limit code, Web authoring tools, type

4. Client approval:

How does the approval process work

- Is a print sent to the client, signed and returned?
- Is email ok?

1.6 Find Art means all creative content developed or created by Decisi

and Designer's selection, attangement and exercitation of each

• If there is a rush, does will you allow it to go straight to a printer (no proofread from client)?

7 Find Deliverables means the final versions of Deliverables provided by Designer and conversion

Basic Terms and Conditions

1. DEFINITIONS

As used herein and throughout this Agreement

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1.4 Deliverables means the services

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5. Promoting:

Do you retain the right to show the work in your portfolio? Both online and in print? Can you enter competitions with the work you made for your client?

and Designer's selection, attangement and reconfigurion of each elements reprint the Con-

1.6 Find Art means all creative content developed or created by Decision or content of

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1.3 Capprights means the proper medium of expression, as define

1.4 Deliverables means the services and Designer to Client, in the firm and me

6. Confidential info:

Each party's private information remains private and protected.

1.3 Designer Their merans all design much developed and or unifield by Designer in preforwises, including without limitation pre-estimating and security developed universe inclusion rade, Web antheoring tools, type from, and application tools, together with any other colour other increasions whether or not parentallis, and general new-experimination eccentry to 0.000 website design, architecture, layeest, navigational and functional element.

1.4 Pinal Art means all creative common developed as created by Designer, or control of Designer, exclusively for the Project and incorporated into and delivered as part of the Final Delivershiles, including and by the effect of the Pinal Delivershiles, including and by the effect of the Pinal designs, visual electrons, prophet design, therein, pharesgraphy, animation, seconds, typographic treatments and text, mediations to Cleve Cleve and Designer's selection, arrangement and reservicences of each electron reprint text. Cleve Cleve and Designer's selection, arrangement and reservicences of each electron reprint text.

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1.2 Cline Course means all manetials, indomnation, photosprophy, writings and other courses reasons provided by Clinar for use in the proparation of and for incorporation in the Deliver.

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website design, architecture, hyperst, navigational and functional electronic

1.3 Capprights means the prop medium of expression, as defin

1.4 Deliverables means the services a Designer to Client, in the firm and

7. Relationship to client:

Do you clarify that you are not an employee if you are doing freelance or contracted work? Is it required that you work on site?

Final Deliverables means the final versions of Deliverables provided by Designer and every

("Proposa"). The parties therefore agree is follow-

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1.2 Cline General means all marsetials, information, phonography, writings and other concern resonant provided by Clinar for use in the preparation of and for incorporation in the Deliver

1.3 Capprights means the proper medium of expression, as define

1.4 Deliverables means the service Designer to Client, in the firm

8. Warranties:

How long after it's been turned over are you willing to fix a typo, grammatical error or broken link?

Is a month too long? Is a year too long?

1.4 Find Art means all creative concerns developed as created by Designer, or concerns to Designer, exclusively for the Project and incomparated into and delivered as part of the Final Deliverables, including and its term of the Final Deliverables, including and its term of the Pinal designer, strangester, and all visual designs, visual electrons, propher design, therein Concerns, pharengesphy, animation, arrangement and concelluation of each electron regulate term. Concerns, and Designer's adaption, arrangement and concelluation of each electron regulate term. Concerns, Concerns, and 'me Third Party Marstin.

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1.3 Capprights means the promedium of expression, as def

1.4 Deliverables means the

9. Contract termination:

You just don't want to work together anymore, how do you go about that? Who owns the progress so far?

3 Designer Taoli merans all design work developed and us willowd by Designer to previous articles, including without limitation pre-estimating and savely developed outlevels includes ads, Web authoring work, type from, and application work, reprint with our relation of the investige, whether or not presentitie, and proved some represidential encourses to be release design, architecture, layrest, savigational and functional electron.

1.4 Pinal Art means all creative content developed or created by Designer, or created by Peniger, and all created as part of the Final Deliverables, including and by ever of example, nor limitation, any and all visual designs, visual electrons, graphic design. Controls of the Peniger has been been delivered as part of the Pinal Deliverables, including and by ever of pharmagraphy, animation, any and all visual designs, visual electrons, graphic design. Controls and Designer's selection, arrangement and contributions of each electron regulation (Control Control Designer's selection, arrangement and contributions of each electron regulation (Control Control Designer's selection, arrangement and contributions of each electron regulation (Control Control Con

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1.2 Cleve Course means all manetals, indicensation, photography, writings and other courses reasons provided by Cleve for use in the preparation of and to incorporation in the Delevant.

1.3 Capyrights means the property to medium of expression, as defined an

1.4 Deliverables means the services and we Designer to Client, in the firm and media

what do you do?

10. Act of God:

Fire, flood, earthquake...in the event of something out of your control, what do you do?

1.6 Find Art means all creative contrast developed or created by Decision, or contrast-

and incomparated into and delivered as part of the Final Deliverables, including and in terms of managine, and instantion, any and all viewal designs, viewal electrony, graphic feeture. Compared

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Basic Terms and Conditions

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1.4 Deliverables means the service

11. Other legal considerations:

How are they dealt with when they come up? How does third party usage get treated?

website design, architecture, hower, navigational and functional electronic

1.6 Find Art means all creative contrast developed or created by Decision or contrastand incorporated into and delivered as part of the Final Deliverables, including and in terms strangels, not limitation, my and all virual designs, virual electronic, graphic design, iland Designer's selection, arrangement and coordination of each elements marries to Con-

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12. Signatures 1.4 Deliverables means the or

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1.4 Find Art means all creative content developed or created by Deciptor, or content of and incorporated into and delivered as part of the Final Deliverables, including and in terms example, not limitation, my and all visual designs, visual electronic, propher design, financial and Designer's selection, attangement and recordination of each elements reprint this Con-

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Sample Contracts:

Docracy – AIGA customizable contracts http://www.docracy.com/doc/showalluserdocs?sortBy=3&page=1&userId=7435

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