

# AGREEMENT

Logo Limited

Vendor:

Client Contact(s):

PRINT

- I. Service
  - a. Work will be completed entirely at RC and services rendered under this agreement shall be solely as an independent contractor, unless otherwise specified.
  - b. Web files will be maintained on a server with shared access.
  - c. **RC will initially produce up to 4 directions for each piece. From there four revision rounds are included for a chosen direction. These rounds include design and copy changes.** Further revisions and/or copyediting or writing will be subject to administrative fees.
  - d. Each phase of the project is subject to approval before it will progress.
  - e. If the project exceeds 90 days without progress it is subject to cancellation. At that time balance will be determined minus any money already received.
  - f. RC is not expected to check for spelling errors unless they are separately contracted for writing/editing services.
  - g. This agreement recognizes and acknowledges a confidential relationship between vendor and client and that information concerning the client's business affairs are proprietary.
- II. Payments
  - a. 50% deposit of projected services required before work begins
  - b. Payment is expected every 30 days with the balance due when project is delivered.
  - c. Projects under \$150 will require full payment at the start of the project.
  - d. In the event of the cancellation of this assignment by the client, a cancellation fee will be required and will include full payment for all work completed, expenses incurred and hours expended. Any initial payments that have been received will be credited against any amounts due.
  - e. Rush projects are subject to rush charges both by RC and/or chosen vendors.
  - f. Domain/hosting packages purchased by RC will be renewed with the client noticed via email. Unless cancellation is requested, the fee will be paid and billed to the client. Continuance of domain/hosting package is done at RC discretion.
- III. Deliverables
  - a. Logo Formats can be delivered electronically in the various forms necessary for further use (usually .eps, .png, .tif and .jpg). Logo art files (native files) will not be available with this logo type.
  - b. Project timelines are valid as long as additional text, images or other supplement materials are delivered by client
  - c. For an administrative fee, a style guide can be delivered with a listing of the exact colors, fonts, linked images/files, and other project specifics.
  - d. For printed matter, any errors that have been approved by the client will be corrected at the client's expense. The client is responsible for any costs incurred to reproduce materials they have approved.
  - e. Ownership of Logo: RC owns all rights to preliminary logo artwork however once a final design has been established and accepted, Client will have full rights to the work and it shall be exclusive property of the client. RC will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without client's prior written consent. RC does retain the right to use preliminary designs as well as samples of the completed project in future for non-commercial use (design competitions, marketing materials, etc.)

Ebony Kenney (RC):

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Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_