



PROJECT PROPOSAL

This proposal is made on the _____ day of _____, 2009, by
Melanie Bond d/b/a Plum Dog Studio (“Designer”) for _____ (“Client”),
and is subject to the terms and conditions set forth below.

CLIENT INFORMATION:

Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone/Fax:	
Primary email:	

PROJECT DESCRIPTION:

ESTIMATED COSTS:

See Addendum for detailed specifications.

	Labor fees (design, production, copywriting, etc.)
	Consultation fees
	Materials costs (stock photography, project-specific materials, etc.)
	Printing costs
	Total estimated project fee

Cost estimates are valid for 90 days from the date of the proposal. Project may be re-estimated if, upon receipt of all project elements, the Designer determines the scope of the project has been altered dramatically from the originally agreed-upon concept.

PAYMENT SCHEDULE:

A deposit in an amount equal to 30% of the total estimated cost is required prior to execution of the project. Interim payment of 30% of the remaining balance is required upon approval of final artwork. Full payment of the remaining balance, including any additional fees, is to be paid upon delivery of the completed project. Payment in full must be paid within 10 days of receipt of the final invoice for the completed project. A finance charge of 1.5% per month (18% annually) will be added to all overdue balances.

REPRODUCTION OF WORK:

Client will be granted full reproduction rights upon payment in full for the completed project. The Designer reserves the right to use examples of the project or project elements in portfolios, design publications, educational materials, competitions and for marketing purposes. When used for these purposes and where applicable, the Client will be given 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 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 subsequent invoicing for all labor and expenses incurred to date. All elements of the project must then be returned to the Designer, and the Client forfeits reproduction rights to those design elements.

FORFEITURE OF CONTRACT:

If the Client has not provided material necessary to complete the project to the Designer within 90 days of the date the contract is signed, such action may be considered termination. Forfeiture of contract will be handled following the termination guidelines listed in the contract.

COMPLETION/DELIVERY OF PROJECT:

The estimated completion date the project is _____. Any shipping costs will be assumed by the Client. Any alteration or deviation from the above specifications involving extra costs will be executed only upon approval by 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 PROPOSAL:

The above prices, specifications and conditions are hereby accepted. The Designer is authorized to execute the project as outlined in this proposal. Payment will be made according to the terms herein.

Client's signature

Date

ADDENDUM

DETAILED ESTIMATES

Labor:

Consultation:

Materials:

Printing:

Other: