

Contract for Graphic Design Work

Organization/Client Name:

Graphic Designer Name: Brianka A. Morgan

Project Overview

The graphic designer will create a logo for Northbrook Country Club that is appropriate for print and digital use. The graphic designer will also create a graphic design standard (“GDS”) for the client for design. Project deliverables the graphic designer will deliver are as follows:

1. A client approved logo and the finalized design file.
2. A client approved Graphic Design Standard.

The hourly rate is 12.50\$/hour. The estimated time for completion of this project is 4-8 weeks between 18 – 36 hours. The total estimated cost is between \$225- \$450. This quote is valid for 14 days after receipt from the client.

Project Process Plan

The project phase will be divided into rounds of design and critique, henceforth called a “design phase”. The graphic designer will provide updates and billable hours to the client weekly. The client will provide feedback to the graphic designer within 5 business days of receipt of that week’s deliverables. It is estimated that the project can be completed within two design Phases. However, if the client should the client request rework or redesign, up to two more Design phases may be used for the graphic designer to offer a cure. The following table outlines the performance expectations for each design phase:

Design Phase I	Estimated Billable Hours	7
	Milestones	3-5 logo designs in .png format
	Expectations from the Client	Choose a design within 5 business days. Provide substantive feedback.

Design Phase II	Estimated Billable Hours	11 hours
	Milestones	Logo design and GDS
	Expectations from the Client	Provide feedback within 5 business days.

Design Phase III	Estimated Billable Hours	Less than 13
	Milestones	Revised/Final Logo design and GDS
	Expectations from the Client	Provide feedback within 5 business days.

Design Phase IV	Estimated Billable Hours	5 hours
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	Deliverables	Final Logo Design and Graphic Design Standard
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Payment

The hourly rate is 12.50\$/hour for all phase of the project. The estimated time for completion of this project is 4-8 weeks, between 18 – 36 hours. The total estimated cost is between \$225- \$450. A nonrefundable retaining fee of 10% of the rates for Design Phase I and II, \$25, is due the day before the graphic designer and client agree to begin the contract. The retaining fee will be deducted from the total cost of work for Design Phase I and II. The remainder 90% of the work for Design Phase I and II will be made at the end of Design Phase II. The client will receive an invoice for their records from the graphic designer.

If the logo needs to be reworked or changed, entering Design Phase III, then the remainder of the payment will be due at the end of Design Phase III or, if applicable, Design Phase IV. The graphic designer will send another invoice to the client for their records.

Deliverables

The graphic designer will provide the client a logo to be used for printing and digital purposes and a GDS which will document pertinent details of the logo for future consistent branding.

Copyrights and Promotions

Upon full receipt of payment, the designer gives full copyrights of the finalized logo to the client. The client will also be sent the finalized design file. The client will not receive rights to any of the preliminary sketches, options, or research materials created. The graphic designer maintains the right to showcase the logo and GDS to future potential clients.

I have read and agree to the terms above.

 Graphic Designer's Name Date

 Client's Name Date

Project Start Date: _____