



Stephanie Nicole
Design

Contract

484-225-9883

stephanienicoledesign.net

stephanie@stephanienicoledesign.net

This contract is effective as of [Date] between Stephanie Nicole Design and [Client].

This document is legally binding and once signed by both parties is non-negotiable. This contract serves as documentation of services. This document must be signed by all parties before any work may begin. Any disagreements must be sorted before signing.



Project Information

Client Information

Name:

Price:

Due Date:

Description:



Name:

Phone Number:

Email:

Address:



Payment

A 50% non-refundable down payment is required before any work may begin. Payments are due within two weeks of receiving an invoice. Failure to make timely payments will result in an additional fee.

Process

The design process is as follows:

Initial questions and thorough brief with client, following this, the client will provide any discussed materials needed for the design. The designer will then provide initial sketches to the client. After approval, the designer will complete an initial draft. At this point, the client is responsible for communicating needed major changes. After the final design is approved, the client is allowed to request one major revision. Any further revisions will require an additional payment equal to 50% of the original price. Once the files are turned over to the client, the client is responsible for those files.

Communication

The client agrees to only contact the designer through approved channels (phone and email). The client also agrees to only contact the designer between the hours of 9:00 AM (EST) and 5:00 PM (EST). Any contact outside of this time frame will be billed to the client as overtime. The client also agrees to limit initiating contact to twice a day. Any additional messaging that can be considered "spam" (ie. multiple messages in a short time span) will be billed to the client as a fee.

Stipulations

The client agrees that if significant process is made in the design process (after revisions of the initial draft), starting over in the design or going back to one of the initial sketches will be considered a new project which must be billed separately.

Cancellation Policy

Cancellation of the design after progress is made after the sketching process will be paid in full. The 50% down payment on the design is non-refundable, even if the client chooses to cancel the project.

Estimates

All estimates are created on a project by project basis. These estimates are determined by the amount of time and work expected to occur. They are not the final price. Final price will be determined by any fees incurred such as licensing. All prices throughout the process will be communicated to the client before any decisions are made.

Confidentiality

None of the ideas discussed between the designer and the client will be shared during the design process. Only the final design will be shared once the project is complete on Stephanie Nicole Design's website and social media.

Copyright

Stephanie Nicole Design holds the right to publish the final design on their website and social medias. While not required to display credit, if questioned, Stephanie Nicole Design must be credited.

Additional Terms

Additional terms may be discussed and should be outlined on the next page. These terms must be agreed upon prior to the start of the project.

Additional Terms (Optional)

Multiple horizontal lines alternating between a light purple background and a white background, intended for writing additional terms.

By signing this document, the client agrees that they have read and accept all of the above information.

Client Name	Client Signature	Date
Designer	Designer Signature	Date