

DESIGN CONTRACT

BAD HABIT
— GRAPHICS —

HUNTER LYNCH
HELLO@BADHABIT.GRAPHICS
70 985 473 129

CLIENT/S: BRUCE WAYNE + BATMAN

DATE: 01/01/2021

Though visual communication is my speciality, I think the written word is just as valuable! Before we get started, I've provided you with this **contract** and a **project design brief** to make sure we're on the same page. Please take the time to read all documents provided as they contain extremely important information about our project.

Please note, the following terms are **non-negotiable** and apply to each of my projects, regardless of the services or content provided:

AS YOUR DESIGNER, I AGREE

- To be communicative and keep you informed of project developments
- To be the sole author of my work, which will be free of plagiarism and not infringe on the Intellectual Property rights of others
- To protect the integrity and confidentiality of your information and all physical forms if necessary
- To not use work created in this project for commercial or monetary purposes.
- To cooperate with you and be open to input, feedback, and criticism
- To deliver my services in a professional, diligent, and timely manner

AS MY CLIENT, YOU AGREE

- To be communicative and keep me informed of project developments
- To pay the full invoice amount for all services rendered by me when payment is requested, within the specified and agreed upon payment period
- That you will not receive any workable files until full project payment is finalised
- To be mindful of scope constraints and additional costs if more work is requested
- That while you retain full ownership of work created, I am allowed to use it for showcase purposes i.e. portfolio and social media
- To read, understand, and agree to the terms and conditions outlined in this contract and the project brief

ACCEPTANCE OF TERMS

By signing below, you agree that you have read and understood all information supplied to you and are considered legally bonded to these terms.

DESIGNER _____ **DATE** _____

CLIENT _____ **DATE** _____

CO-SIGN _____ **DATE** _____

PAYMENT INFORMATION

I'm sure it's on your mind, so let's talk money. As far as freelancers go in Australia, my design services are reasonably priced. This is by design (pardon the pun) as I believe quality branding and marketing should be affordable and accessible to everyone. If your budget is tight, I'm happy to help work out a payment plan to suit your needs.

PROJECT QUOTE

QUOTE ESTIMATE: \$XXXX - XXXX

XX – XX hours x X rate - \$XX per hour

All project quotes are given based on given workload, deliverables, and deadlines. It also includes allotted time for research, testing, and quality assurance. Please keep in mind that this quote is an estimate only and is subject to change if additional services are required.

ADMIN FEE - 10%

From communicating with clients to compressing files in my sleep, there's a lot I do behind the scenes to streamline my services and keep my projects movin' and shakin'. To account for this, I charge 10% of total invoice amount for all client projects (e.g. \$1500 project fee, \$150 admin fee).

DEPOSIT

After signing this contract and our first consultation, you're required to pay a minimum deposit of 30% of the projected quote within the specified payment period (14 days). This is to ensure the time spent in the important early stages of our project is accounted for.

PAYMENT SCHEDULE

Whether you'd like to pay in instalments or in full once the job is done, after your initial deposit, I'm more than happy to accommodate your budget and find a payment schedule that works for the both of us. All supplied invoices must be paid within the indicated period.

PLEASE NOTE: NO WORKABLE/UNWATERMARKED FILES WILL BE PROVIDED UNTIL FULL PAYMENT IS RECEIVED

ADDITIONAL SERVICES

If you're stoked with what you're seeing so far and would like additional services added to your project scope, that can definitely be arranged! I charge a discounted rate of \$60 per hour for additional and revisional services. Please keep in mind any deliverable additions may extend the deadline given for your project

REVISIONS

From optimising files to spell-checking, I put a great level of detail and effort into refining the work that will be supplied to you. Sometimes things can slip through the cracks, however, which is why I offer **free small revisionary services with all client projects**. This includes fixing typos or grammatical errors, smoothing linework, adjusting colours, and image optimisation.

If you're unsure of the overall direction our project is taking, however, you may wish to revise any pre-approved mock-ups or style choices we've previously made. If you've already approved initial mock-ups and drafts, please consult me immediately on this matter as this will increase the project workload and may incur an additional hourly rate.

CLIENT APPROVAL

Upon final approval of the project, you as the Client become responsible for how this work is used, distributed, and received. Under Australian indemnity laws, as the Designer, I am not liable for any errors or loss of interest or revenue after our final handover.

CANCELLATION POLICY

Sometimes things don't work out, and that's okay! Whether it be a change of heart or financial circumstances, some projects may need to be cut short. As both Client and Designer, we both bear the responsibility to communicate and inform each other of any changes – especially ones that may result in project termination. At least **one week's notice** is needed for all project cancellations.

In the event of cancellation, you are responsible for payment of all work and expenses accrued. Payment for services given is due within 14 days of project termination. If there is no file handover agreed upon, I retain full ownership and copyrights for all original work created