

# HARDKNOX

DESIGN & ILLUSTRATION

## AGREEMENT

Thank you for choosing Hard Knox Creative for your design project. I really look forward to working with you!

Before we get down to the details, it is policy to read and sign into a artist agreement between yourself and Hard Knox Creative and so you can understand how the process works. Below is a breakdown of the structure I work to.

### FEES AND CHARGES AS OF JANUARY 2016

As of July 2014, our fees and charges have changed but some special or larger projects are still based on an hourly rate of \$88. Standard pricing for the following design work are as follows:

- Logos: \$160 - \$570
- Business Cards: \$108
- Stationery: \$66 - \$260
- Advertisements: \$108 - \$260
- Flyers: \$108 - 260
- Tri-fold Brochures - \$160 - \$340
- Display Banners and Posters - \$160 - \$340
- CD & DVD Artwork: \$108 - \$260

### DESIGN PROCEDURE

1. Please complete a quote form with all of the details of the work you wish to have designed and a quote will be issued.
2. Once the quote has been accepted, please read and sign this Agreement form. This agreement enters Hard Knox Creative and you, the client, into a contact. You will also be required to pay a 50% of the quote below within 30 days. Please find bank details below.
3. After receiving the deposit, I will sketch by hand some concepts for you to choose from. You are more than welcome to send me images you have seen to help with the concept. After sending them to you and you are happy we move to the next step, bring one of the concepts to life.
4. I will keep sending you drafts until both parties have decided the work is completed. Please be aware that any additional changes including starting again with a different concept may result in additional charges. If this is the case you will be notified prior to billing.
5. The artwork is sent to you or the printers for production and you will receive your invoice for payment. Please pay within 30 days.

Payment Method: Bank Transfer  
Account Name: Lauren Watson  
Bsb: 06 2692  
Account: 2111 9023

Please make payment within 30 days of receiving this invoice. Please use Invoice No. as description title.

# HARDKNOX

DESIGN & ILLUSTRATION

## AGREEMENT

### REPRODUCTION OF DESIGN WORK

The client has full ownership of the completed work, however all reproduction rights including changes to the original design are not allowed. All designs are copyrighted work and are retained by the designer. The work may not be altered including colour, shape, form, cut or pasting of elements and reproduced in any form without consent from the designer. Any breach of this may result in legal action.

The designer retains personal rights to use the completed project and any preliminary designs for the purpose of design competitions, future publications on design, educational purposes and the marketing of the designer's business. Where applicable the client will be given any necessary credit for usage of the project elements. If you wish to use the work further you can enter into an exit fee which will allow you to use the images however you see fit.

### WEBSITE WORK

The client has full ownership of a website built by Hard Knox Creative and can alter aspects of it as they see fit after completion with no requirement to advise Hard Knox Creative of doing so.

### 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 the concept or any stage after will result in forfeit of deposit and the possible billing for all additional labor or expenses to date. All elements of the project must then be returned to the designer. Any usage by the client of those design elements will result in appropriate legal action.

You may **NOT** use drafts or other elements provided that did not result in the final design. All drafts are the property of Hard Knox Creative and are not for use as additional marketing for the client. If you are found doing so, legal action may be taken.

### COMPLETION/DELIVERY OF PROJECT

Any alteration from the above specifications involving extra costs will be executed only upon approval with 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.

I agree to these terms and conditions and have read through them carefully.

Client's Name:

Address:

Phone:

Email:

Date:

# HARDKNOX

DESIGN & ILLUSTRATION

## AGREEMENT CLIENT COPY

### REPRODUCTION OF DESIGN WORK

The client has full ownership of the completed work, however all reproduction rights including changes to the original design are not allowed. All designs are copyrighted work and are retained by the designer. The work may not be altered including colour, shape, form, cut or pasting of elements and reproduced in any form without consent from the designer. Any breach of this may result in legal action.

The designer retains personal rights to use the completed project and any preliminary designs for the purpose of design competitions, future publications on design, educational purposes and the marketing of the designer's business. Where applicable the client will be given any necessary credit for usage of the project elements. If you wish to use the work further you can enter into an exit fee which will allow you to use the images however you see fit.

### WEBSITE WORK

The client has full ownership of a website built by Hard Knox Creative and can alter aspects of it as they see fit after completion with no requirement to advise Hard Knox Creative of doing so.

### 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 the concept or any stage after will result in forfeit of deposit and the possible billing for all additional labor or expenses to date. All elements of the project must then be returned to the designer. Any usage by the client of those design elements will result in appropriate legal action.

You may **NOT** use drafts or other elements provided that did not result in the final design. All drafts are the property of Hard Knox Creative and are not for use as additional marketing for the client. If you are found doing so, legal action may be taken.

### COMPLETION/DELIVERY OF PROJECT

Any alteration from the above specifications involving extra costs will be executed only upon approval with 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.

I agree to these terms and conditions and have read through them carefully.

Client's Name:

Address:

Phone:

Email:

Date: