



Design By J, LLC Contract for Services

General Terms: Single-bid project pricing includes initial consultation, one proof with two to three layout choices (where appropriate), one set of client changes, and final artwork. Additional changes will be billed as extra time. All changes due to our error or omission will be corrected at no charge to you. Full year contract bids will be quoted and approved by both parties prior to the start of initial design work.

RUSH Charges: If your deadline requires evening and/or weekend work, (defined as after 6pm weekdays, Saturday or Sunday, any hours) to meet your scheduled completion date, these hours will be billed at 1-1/2 times our contracted rate.

Final Responsibility: You will be responsible for final proofreading and will be required to sign a document stating that the artwork is: ok as is (ready for final), ok with changes (change, then ready for final), or additional proof due (charges will incur). Your signature releases Design By J, LLC from any and all liability in connection with errors or omissions on your final piece.

Schedule: To be decided at time of initial consultation. Missed appointments are subject to a one hour charge. Please note: due to the tight scheduling of projects, if you do not meet our mutually determined schedule for delivering materials to Design By J, LLC, we cannot promise that our original determined completion date will be met.

Payment Terms: First project with Design By J, LLC will be 1/2 down, 1/2 at completion of project before files will be sent to client or printer. Upon second and subsequent projects, client will be invoiced, and required to pay for project in full within 7 days of invoice or a 2% late fee will be imposed. Returned checks will carry an additional \$20.00 fee. All jobs in progress more than 30 days will require one-half downpayment of quoted price; 1/2 at final. Full year contract work will require quarterly payments (or other payment arrangements agreed upon at start of contract).

Web Site Design will require 1/2 down before work begins; 1/2 down at final upload. **Web Site Hosting** charges vary with services and updates required; ask about your specific needs.

Internet Clients: (clients who are out outside of Northeast Ohio) Final artwork will be released only upon received check clearing bank account.

Final Artwork: Your final artwork for printed pieces will include arrangement of delivery of preflighted electronic files to client and/or printer. Print-ready .pdf files can be sent to you upon request.

Artwork cleanup will carry a minimum 1/2-hour charge.

Outside Printing Services: A small fee will be charged if you prefer Design By J, LLC to arrange outside printing services, quote those services, deal directly with printer and staff, deliver artwork to the printer and approve proofs. We will arrange for delivery of materials from the printer. Printing charges will be separate from Design By J, LLC fees. Design By J, LLC assumes no liability for printers errors.

NOTE: I will keep your **jobs on file** for a period of 1 (one) year. If we have completed no new projects at the end of one full year, I will contact you to see if the files should be purged.

Date: _____ Signature: _____

Please send signed contract with downpayment to:
Design By J, LLC
Attn: Jan Nejedlik
6166 Cumberland Court
Mentor, OH 44060