

# BALDERMAN CREATIVE SERVICES

# **ESTIMATE**

COMPANY: PROJECT: DATE:	Educational Message Services Logo for La Familia Sana April 17, 2007	
DESCRIPTION:	Design 3 panel, 8.5" x 11" brochure for the program. Includes research and coordinatesigns, 1 revised design, final artwork at work. Client to provide copy. Does not incorrillustration.	ation with client, 2 intial nd one revision to final art-
COST:	Research and coordination Initial design Final artwork	
	Subtotal	
	Sales tax	
	TOTAL	
	Revisions to layout beyond the scope of the project described above will be billed at per hour.	
	Please sign below indicating your accept attached terms.	tance of the cost and
	Approved by	Date



Date: Client: Project:

#### **Terms**

50% of estimated art charges to be billed upon approval of estimate and implementation of the project. Balance of estimated charges will be billed upon its completion. Payment is due upon presentation of invoice. In adherence to trade customs and procedures, liability for any errors, except those of a technical nature related to the printing process, rests with the client once approvals for finished artwork have been signed off by the client. If any portion of the project is not completed within 2 weeks from completion of the prior stage of the project (ex. layout, final art, etc.), all outstanding charges will be billed at that time.

## **Ownership**

The client will have full usage but not ownership (rights) of all artwork created by Balderman Creative Services. All artwork created for use in this project by Balderman Creative Services' vendors (i.e. illustrators, photographers) is the property of those vendors. Its use beyond the scope defined in this project will be billed for based on a fee agreed upon with the client. Full rights and usage can be obtained for a determined fee.

### **Termination**

If work is terminated by either party before completion of this project, all creative and production fees plus supplier expenses will be billable up to the point of termination. Losses caused by the termination of this contract (such as liabilities for reserved advertising space or scheduling of suppliers,) shall be paid by the client.

**Note:** If work does not begin on this project within 30 days, we are permitted to submit revised estimates reflecting any cost changes. If work begun is subsequently delayed, or placed on hold, the project will be re-estimated to reflect prevailing costs before continuing. This estimate is approximate and is based on the project and services described. It does not include charges for revisions due to changes requested by the client in the scope or design of the project as described; if such changes are necessary, they will be estimated in advance and billed separately, and you agree to pay such charges. Suppliers' charges will be approximate pending final approval of layout and copy. You will be notified of any changes in these portions of the estimate.

# **Additional Charges**

Mileage, long distance telephone calls, messenger services and cartage requested by the client are not included and will be billed in addition to the charges above. These charges will not exceed \$100 without client approval. Travel charges related to the job will be billed additionally.

Please indicate your approval by signing and returning one copy of the estimate. Your signature gives Balderman Creative Services the authority to undertake the work described in this estimate and to bill in accordance with the terms stated. If the work in any portion of the estimate is not to be included please cross out and initial next to deleted item(s) in addition to signing at the bottom of the estimate. Your signature also indicates your acceptance of all costs, terms and provisions of this estimate. In the event that litigation occurs due to any aspect of this project, the losing party agrees to pay all court and attorney fees.