

# PROPOSAL

Samantha Chaney  
GRAPHIC DESIGNER

**Prepared for:** Client Name

**Project Title:**

**Overview:**

## Contact

✉ samanthachaneyart@gmail.com

☎ 270 350 1320

## Proposal:

Samantha Chaney Design will start services on XXX (Day/Month/Year). Designs will be provided to client XX days after proposal is signed and returned.

A master file will be sent to client via email or shared via google drive if there are multiple files in question or file(s) are too large. Once proofed and looked over by the client, client will re-package file and send back to designer OR collaborate with designer for any needed changes that should be made.

Once reviewed by client and if needed, designer will make changes within 7 days of review.

Client will assume the rights to final designs once the designer has been paid in full of the agreed amount. Any design not approved by client or not used or uploaded by client will remain property of Samantha Chaney Design.

## Deposit:

Prior to any initial work, a commitment fee is requested upon acceptance of proposal of \$50, which can be paid via PayPal or Venmo. Designer will send an invoice for this amount. Once the fee is paid, work will commence. The deposit will be deducted from the final cost.

# INVOICE

Samantha Chaney  
GRAPHIC DESIGNER

INVOICE # 12345

DATE: 09/22/20

## Contact

✉ samanthachaneyart@gmail.com

☎ 270 350 1320

## INVOICE TO:

JANE DOE  
123 Main Street,  
Bowling Green, KY 42101  
(555) 555-555

ITEM	PRICE	QTY.	TOTAL
Description	\$50	1	\$50
Description	\$50	1	\$50
Description	\$40	1	\$40

PAYMENT DUE:

SUBTOTAL: \$140.00

TOTAL: \$140.00

## PAYMENT INFO:

Account # 0123 456 7891

Client Name:

Bank Details:

## PAYMENT DUE BY:

Month/Day/Year

Signature

# CONTRACT

## Basic Terms and Conditions

This Graphic Design Agreement (The “Agreement”) is entered into \_\_\_\_\_ (the “Effective Date”), by and between \_\_\_\_\_, with an address of \_\_\_\_\_ (the “Client”) and \_\_\_\_\_, with an address of \_\_\_\_\_ (the “Designer”), collectively “the Parties”.

**1. PROJECT DESCRIPTION.** Client wishes to hire Designer to provide Graphic design services. The specific documents requested and the requirements and details required in those documents are requested by Client are as follows (the “Deliverables”):

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**2. SCHEDULE.** The Parties agree to the following schedule:

Preliminary design: \_\_\_\_\_

Client/Approval Comment: \_\_\_\_\_

Final Design: \_\_\_\_\_

**3. CLIENT APPROVAL REVISIONS.** Client must approve all materials before project finalization. Client shall be entitled to \_\_\_ revisions. Any revisions beyond \_\_\_ shall be chargeable at a rate of \$ \_\_\_\_ .

**4. PAYMENT.** The Parties agree to the following Payment and Payment Terms:

Total Fee for Services: \_\_\_\_\_

Percentage Due Upon Execution of Agreement: \_\_\_\_\_

Balance Due: \_\_\_\_\_