

# PROPOSAL

## SERVICES PROPOSAL



Date: XX/XX/XXXX



502-645-1112



Molly.Norton2@gmail.com

PREPARED FOR  
Client Name

PROJECT TITLE  
[Insert Title Here]

PROJECT OVERVIEW  
[Description of project.]

### INITIAL PROPOSAL

Molly Norton Design will start design work on XXX. Designs will be provided and uploaded within XX days after proposal is signed and returned.

A shared Google Drive folder will be set up for review. Client will be notified when designs have been uploaded for review into a folder labeled "for review". Once approved, client will move designs to "approved" folder. Once the final design is approved, the final files will be sent via email.

Designs will be uploaded and reviewed intermittently throughout the week with all work to be completed by the designated date.

Client will assume the rights to final designs once they are uploaded and designer has been paid in full. Any design not approved by client or not used or uploaded will remain property of Molly Norton Design. Images and/or backgrounds used will be free and approved for commercial use and modification.

### DEPOSIT

Prior to any initial work, a commitment fee is requested upon acceptance of proposal in the amount 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 final cost.

PROPOSAL EXPIRES ON XX/XX/XXXX

# PRICING

## DELIVERABLES INCLUDE:

1. PRIMARY BRAND LOGO
2. ALTERNATIVE LOGOS
3. LOGO FILE SHEET
4. BRAND GUIDELINES

|                 |       |
|-----------------|-------|
| {PROJECT TITLE} | \$200 |
| INITIAL DEPOSIT | -\$50 |
| TOTAL:          | \$150 |

Final total will be invoiced after work is complete. Total is due in full within two weeks of receipt.

Proposal is good for 30 days. Any work requested that is not listed in this proposal is subject to additional charges.

## CANCELLATION FEE

If at any point work ceases mid-project, client agrees to pay a suspension fee in the amount of 50% of the current proposal period. If the project is 50% in progress and work is suspended, the client agrees to pay 50% of that cost. A suspension refers to any cancellation that occurs outside of the designer agreement.

Client and/or designer reserves the right to suspend work without penalty after any proposal period has been paid in full.

# PROPOSAL ACCEPTANCE

INFORMATION NEEDED BEFORE WORK CAN BEGIN:

To accept terms in proposal as described above, please sign and return to Molly at [Molly.Norton2@gmail.com](mailto:Molly.Norton2@gmail.com).

---

Client's Name

Date

---

Client's Signature

Date

---

Designer's Signature

Date

