

# PROPOSAL

## SERVICES PROPOSAL

Date: 05-07-19

webb.m.designs@gmail.com

502.445.9622

### **PREPARED FOR**

Client Name

### **PROJECT TITLE**

[Insert Title Here]

### **PROJECT OVERVIEW**

[The description will go here and be beautifully written and clean and concise.]

### **INITIAL PROPOSAL**

McKenna Webb Designs will start on design on May 7, 2019. Designs will be provided and uploaded within 7 days of start date.

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 entitled "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 end of business on the 7th day.

Client will assume the rights to final designs that are uploaded. Any design not approved by client or not used or uploaded will remain property of McKenna Webb Designs. Images used 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. Designer will send an invoice. Once the fee is paid, work will commence. The deposit will be deducted from final cost.

# PRICING

DESCRIPTION	PRICE
<b>PROJECT TITLE</b> This is where the number of designs/variations is stated Pricing includes [locating images and/or creating backgrounds, typesetting, illustrating, etc.]	\$100.00
- \$50.00 Deposit	\$50.00
<b>TOTAL</b>	\$50.00

Final total will be invoiced after design has been sent via email. Total is due in full within 10 days of receipt. Invoice can be paid via PayPal.

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

## **SUSPENSION FEE/ CANCELLATION OF WORK**

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. For example, 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 START

- Photo for designer to use as a reference
- Dimensions (in inches) of final file

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

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Client's Signature

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Date

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Designer's Signature

*\*Signed upon receipt from client*

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Date