



DB GRAPHIC DESIGN
"LETTER OF AGREEMENT"

Dear _____

I'm pleased that you have selected me to develop your _____ Name of Project _____ . The following information will clarify our discussion of _____ day of discussion _____ :

I agree to furnish you with _____ Name of Project _____ . If you wish, my services can be extended to including _____ value added services _____ services.

The _____ will be generated directly from materials that you will prepare, and furnish to me. I understand that this information will be in complete readiness for publication. If it becomes necessary to research or enhance any of the materials provided, I will request your authorization before proceeding.

Unless we specifically agree, we should plan on meeting _____ how often, or specific dates _____ to review and approve work thus completed.

I estimate that the project will take about _____ how many _____ hours (plus/minus _____ number of _____ hours). I agree to inform you as soon as possible if I believe these time parameters can not be adhered to.

I will inform you of any material that I believe requires the review and/or approval of a third party such as consultant, attorney, or programmer, although I make no claims to expertise in such areas.

Payment will be at the rate of \$ _____ /hour, paid as follows:

1. An initial payment of \$ _____ , the fee for _____ how many _____ hours of work, paid on agreement.
2. Additional payments to be billed at _____ number of _____ increments beginning at _____ Date, or money amount _____ .

At any point that you or I wish to cancel this agreement, both verbal and written notice will be given, and an invoice of unbilled time will be rendered.

While copyright rights and full ownership of the completed _____ belongs to you, It is understood that I may, in the future, use the _____ in my portfolio as an example of my capabilities, and that I may use your company's name on my client list.

Your reply with a signed copy of this agreement to me, along with the initial payment shall act as my notice to commence with the project. An invoice for the initial payment is enclosed.

I look forward to being of service to you and your company.

Sincerely

name

date