



SHYLAH TROST, PAPER MUSE .CO  
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## SUMMARY

The vast majority of design projects run smoothly, without any problems. However, from time to time, something does come up, and it's important that we both have an understanding of how best to deal with it. This contract is designed to ensure that we're both protected from any unexpected circumstances. It also lays out the basic groundwork for how the project will progress, and what's expected of us both. In the interests of saving a lot of headaches, this document contains the strict minimum of legal jargon required to still be legally enforceable. You, client, are hiring Paper Muse .Co / Paper Muse LLC / Dreaming In Paper to design and develop custom designed graphics and printed products as defined in the order details provided to you.

## WHAT DO BOTH PARTIES AGREE TO DO?

**YOU:** You have the authority to enter into this contract on behalf of yourself, your company or your organization. You agree to provide me with everything that I need to complete the project including text, images and other information as and when I need it, and in the format that I ask for. You'll review my work and provide feedback and approval in a timely manner. Deadlines work two ways, so you'll also be bound by any dates we set together. You are responsible for all proofing and factual or grammatical information.

**ME:** I have the experience and ability to perform the services you need from me and I will carry them out in a professional and timely manner. Along the way I will endeavour to meet all the deadlines set but I can't be responsible for a missed launch date or a deadline if you have been late in supplying materials or have not approved our work on-time at any stage.

## GETTING DOWN TO THE NITTY GRITTY

### •DESIGN

When creating custom designs, you do need to have the ability to work with your designer and envision your concept. You will also need to have trust in your designer. After reviewing example designs and discussing the project, we'll be able to start designing! This contract allows for an initial mockup developed to one main design, plus the opportunity for you to make (3) rounds of design revisions for each item listed in the order. If, at any stage, you're not happy with the direction the work is taking, you'll pay me in full for everything I've produced until that point and cancel this contract. If you would like to continue work, but change directions, additional fees may be applied and will be discussed before starting new work. If designs have been printed/produced, you are responsible for the full balance due for all completed items. We will begin the design process once we have received your initial deposit.

**Stationery items are non-refundable.**

### •TEXT CONTENT

You're responsible for writing or editing any text copy unless specified in the original order. I may provide wording examples at no cost. For wedding invitations specifically, I will advise you on etiquette and best practices. The text you provide will be the text we use to create your proofs. Make sure you provide error free wording/templates at onset of the project.

### •PHOTOGRAPHS/GRAPHICS

You should supply graphic files in an editable, vector digital format. You should supply photographs in a high resolution digital format. If you choose to buy stock photographs, I can suggest stock libraries. If you'd like me to search for photographs for you, I can provide a separate estimate for that.

### •CHANGES AND REVISIONS

This contract is fixed-price (except for proofing), however, sometimes things change throughout the scope of a project. I don't want to limit your ability to change your mind. If you want to change your mind or add anything new, that won't be a problem. Any additional fees will be confirmed in writing prior to doing the work. Should you need to submit data spreadsheets with corrections after the design is created, there will be fees to reformat your designs. This typically applies to items such as envelope printing and guest seating charts. Make sure all data spreadsheets are free of all errors before submitting. Making changes can alter the date for when a project is projected to be completed.

## PROOFING/DUE DATES

You will receive a digital proof for all printed items that you order. If you do not receive a proof, you did not order printing on that item (e.g., printed envelopes). Provide error free wording/guest templates (templates provided) at least (120) business days before event for invitations and at least (21) business days before event for event stationery. Additional rounds of proofing, beyond what is defined in your quote are \$20.00 per item per round. If any complimentary designs are provided to you, understand this is not our policy and it is at the discretion of the designer, based on the time it takes to create changes to designs. Proofs will be provided in .PDF or .JPG format. Email approvals serve as legal approvals and any revisions requested after approvals have been given may be subject to reprinting/producing fees, including reordering of paper stocks and supplies and/or labor & assembly, if applicable. Proofing must be done in a timely manner to guarantee that products will be delivered on time. It is expected that changes/revisions to proofs be communicated within 3 business days of receiving proofs via email. Should proofs not be reviewed and changes communicated within 3 business days, rush fees may apply. Changes to variable data spreadsheets shall not exceed (5) individual corrections; if more than (5) changes are needed, the list will need to be resubmitted with all corrections made at a cost of \$50.00 to re-format your data. We will alert you to any impending rush fees, via email, before said charges are applied. Should you need to submit data spreadsheets with corrections after the design is created, there will be fees to reformat your designs. This typically applies to items such as envelope printing and guest seating charts.

## COPYRIGHTS

First, you guarantee that all provided elements of text, graphics, photos, designs, trademarks, or other artwork you provide are either owned by your good selves, or that you've permission to use them. Then, when your final payment has cleared, copyright of Paper Muse .Co designs/products will be automatically assigned as follows: You'll own the final physical products we create for this project. I'll continue to own the unique combination of these elements that constitutes a complete design and I'll license that you, exclusively and in perpetuity for this project only, unless we agree otherwise. This basically just means that you can't take the design (.jpg or .pdf files) we made for you and create DIY projects with it. We love to show off our work and share with other people, so we reserve the right to display and link to your project as part of our gallery/portfolio and to write about it on websites, social media, in magazine articles, and in books. You can request that your fully custom design suite not be shared by mailing a request to: Paper Muse .Co, 492 Essex Drive, Rochester Hills, MI 48307

## PAYMENTS

I'm sure you understand how important it is as a small business that you promptly pay the invoices that we send. As I'm also sure you'll want to stay friends, you agree to stick to the payment schedule outlined in the quote provided to you. Deposits are due before custom design work can begin and payments are due in full before orders are printed/produced.

**Although the language is simple, the intentions are serious and this contract is a legal document.**

**You agree to the terms of this contract by placing your deposit or paying for your order in full.**