



Design Retainer Services

Benefits:

- > **Guaranteed amount of prioritized service time**
Retainer clients are always given a higher priority when it comes to projects
- > **Discounted design rate**
Without retainer, my normal hourly design rate starts at \$65
- > **You instantly have a virtual in-house Creative Department**
*At your service whenever you need me;
No per project cost*

Package Options:

- > **Option 1:**
*10 hours per month
\$550 per month - \$55 for each additional hour
Consulting: \$35 per hour*
- > **Option 2:**
*20 hours per month
\$1000 per month - \$50 for each additional hour
Consulting: \$30 per hour*
- > **Option 3:**
*40 hours per month
\$1800 per month - \$45 for each additional hour
Consulting: \$25 per hour*

Contract Length Options:

- > **3 Month Agreement**
- > **6 Month Agreement**
10% additional hours free
- > **12 Month Agreement**
20% additional hours free

Any unused hours will be rolled over to the next month as long as it is still within the contract time.

Once your contract runs out, your remaining rollover hours will be handled as follows:

1. *Sign new contract before expiration or within 30 days of expiration of previous contract, then 100% of rollover hours remain valid.*
2. *No new contract signed, all rollover hours are forfeited.*

What is included with Consulting hours?

- > **Assistance in advertising and branding strategies for your company.**
- > **In-person, over the phone or email technical support.**
- > **In-house consultation – design, advertising, marketing services.**
- > **Print Coordination**
Transfer files and information to print house; Work with print house through all preflight, size requirements and resolution requirements.
- > **Brainstorming & Creative Direction**
*Consult with staff and discuss ideas and direction for an effective campaign or outreach;
Promotions; Print and Multimedia Resources*

Retainer Agreement

By signing this agreement, _____ (“Client”) has retained **Dora Hagen** (“Service Provider”) to proceed with graphic design services for the period _____ to _____, and agrees to the terms and conditions as set forth in this Agreement.

During this period, Service Provider agrees to devote up to ____ hours per month on assignments to be determined by Client. Work will normally be performed at the offices of Service Provider, but occasionally may take place at other locations, as required. Work priority and scheduling will be at the discretion of Client. Work will normally occur between the hours of 9 to 5 on weekdays.

Payment for these services will be to Service Provider at the rate of \$____ per month and will be made for the following month no later than the 30th day of each month that this agreement is in force. No invoice will be submitted.

Design services in addition to ____ hours per month will be made available by Service Provider at the rate of \$____ per hour and will be billed separately. Consulting services will be billed separately at the rate of \$____ per hour. Any expenses exclusive of normal overhead are not included in this agreement and will be billed separately. Examples of such expenses are: delivery services, long-distance telephone calls, travel beyond 50 miles from Service Provider facilities, and meals when traveling. All invoices will be net 30.

All materials furnished by Client will remain the property of Client and will be returned upon request, or no more than 10 days from the termination of this agreement.

The results of any and all work performed by Service Provider for Client, including original creative work (with the exception of _____), will remain the property of the Client. Client may use this material in any way deemed appropriate.

This agreement may be terminated on 30 days’ written notice by either Service Provider or Client). In case of termination, Service Provider shall make a reasonable attempt to finish work in progress.

(Signed)

(Signed)

(Name)

(Name)

(Title)

(Title)

(Creative company)

(Client company)

(Date)

(Date)