

Brave Little Tank

Shavington Parish Council

Quarterly Newsletter Booklet Artwork (May 2017)

Proposal

Delivered on: 13 April 2017

Submitted by: Chris Mead

Overview

Dear Carol,

Thank you for the opportunity of working with Shavington Parish Council once again.
Please find below our proposed costs for the requested artwork.

It is our understanding that this work must be completed, signed off and made ready for print for use at quarterly intervals. The first newsletter will be created before May 2017.
We are available to begin work on this immediately, making use of existing brand assets, however, we will require draft content and any other assets to be provided before we can begin work, for sooner than later delivery.

Sincerely,

Chris Mead

Creative Director
Brave Little Tank

Timeframe

To complete the work outlined in the project scope, we'll need approximately **6 days** from beginning to end of each newsletter, depending on when we receive feedback at each milestone. Upon signing the proposal we are prepared to start work immediately.

Designs which are part of a larger project may be delivered as a batch or individually, this may result in a slight overlap in delivery timeframes rather than sequential delivery.

PHASE	DAY
Asset Gathering	1
Initial Design Concepts	2-3
Refined Designs	4
Artwork Finalisation & Proof	5
Artwork Sign-off	6

Your Investment

Below is the budget we've estimated based on the scope of services outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the scope of work, please leave a comment and let us know.

Print Artwork

DESCRIPTION	PRICE	QTY	SUBTOTAL
A4 Booklet Artwork Design 8 x A4 Page Newsletter Booklet with multiple images. Please have any required assets such as photography, illustrations or content prior to the project start date in order to minimise delays.	£495	1	£495
Total			£495

Why Us?



At Brave Little Tank, we create award winning marketing strategies that really do create results.

Taking an interest in your business and committing to uncover who your market is. We know how to engage them using content, how to drive traffic to your site through search, social and other channels, and most importantly we're effective at converting visitors into paying customers.

It's about creating an online experience that transforms users into followers, customers into ambassadors.

We do this by listening to you, understanding your target audience, and putting our extensive online knowledge to work on a plan that will improve your business goals and change the way you think about the potential of the internet.

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Between "us", Brave Little Tank, and "you", Shavington Parish Council

You Shavington Parish Council, located at are hiring Brave Little Tank located at Joiners ShopThe Historic Dockyard, Chatham, Kent, ME4 4TZ to perform design and marketing services for the estimated total price of **£495.00**, and any additional initial setup fees if outlined in our previous correspondence.

Third Party Software & Licensing

Any additional Third Party software, images or licensing requirements e.g. certificates, Fonts, SDK fees, stock images are billed to the client.

Terms

All prices are displayed exclusive of VAT.

This proposal is valid for 14 days and is subject to Brave Little Tank's terms & conditions, a copy is available on our [website](https://www.bravelittletank.com/terms). <https://www.bravelittletank.com/terms>

All retainer services carry a minimum term of 3 months.

Should the scope or any aspect of the project change before or during the development staging Brave Little Tank reserves the right to review and amend this proposal.

Brave Little Tank's payment terms are detailed in our terms and conditions. Partial payments will be requested through the build process.

A minimum deposit of **30%** project value will be required upon accepting this proposal with payment due on receipt.

Intellectual Property Rights & Copyright

The client grants Brave Little Tank a royalty-free, worldwide non-exclusive license to use the content supplied for the purposes of the project only.

The client confirms it owns the copyright or has permission to show all text and pictorial material used in the project and takes on the full legal responsibilities for all content shown.

Copyright of visual design & design produced by Brave Little Tank for the client is owned by Brave Little Tank upon receipt of final payment.

Upon final payment Brave Little Tank shall grant to the client a royalty-free worldwide non-exclusive license to use the functional code and database architecture of the website.

Rights to the source code are not transferred to the client and remain the property of Brave Little Tank.

Brave Little Tank retain the right to display a logo and/or link on the website and the right to display graphics and other project design elements on their website and marketing literature as examples of their work.

Next Steps

Carol Jones, to accept this contract, click the accept button and sign at the prompt.


You will be emailed a copy for your records.

1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Sign in the box that pops up to make the acceptance official.
5. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
6. We'll email you a separate copy of the signed contract for your records.
7. If you'd like to speak to us by phone, don't hesitate to call 0333 121 2013


4/18/2017

Chris Mead

Creative Director - Brave Little Tank


4/13/2017

Carol Jones

Shavington Parish Council