Client:

Date:

Project:

1. **Job Confirmation**

1.1 Alchemy Worx will provide the following service(s) based on the proposal agreed.

|  |  |
| --- | --- |
| **Deliverables** | **Amount** |
|  | $ |
|  |  |
| Campaign Management Fee | $ |
| **Total** | **$** |

1.2 The project milestones are:

|  |  |
| --- | --- |
| **Task** | **Date of completion** |
| Design sent for client feedback |  |
| Receive amends to initial design *(client name)* |  |
| Design amends completed & sent for client feedback |  |
| Template design approval *(client name)* |  |
| HTML built for template |  |
| Receive amends to html template *(client name)* |  |
| HTML template amends completed & sent for client feedback |  |
| Final approval on html *(client name)* |  |
| Deliver html files |  |

1.3 **Email Render testing**

The email will be designed and built to be optimised for email browsers. If we are building the HTML or deploying the email for you, render testing will be completed in the below email platforms and browsers. In order to guarantee mobile rendering, please discuss any mobile requirements with your Campaign Manager asap to create a specific mobile campaign & testing approach.

Standard Testing/Email Platforms

|  |  |
| --- | --- |
| **Standard testing platforms** | |
| **Web-based clients** | Gmail, Windows Live/Hotmail, Yahoo, AOL Mail |
| **Browsers** | Firefox (latest), IE7, IE8, IE9, Chrome (latest) |
| **Other clients** | Outlook 2007/2010 and 2013. Using Tool: Lotus Notes 8/8.5, Outlook 2003, Outlook XP, Apple Mail 4/5, Thunderbird |
| **Mobile devices** | Apple iPhone 4 (Cloud), Apple iPad (Cloud), Samsung Galaxy SII (Gmail) |
| **Other clients** | *Other email clients relevant to your brand or market included on request* |

*Please note:*

*Other platforms can be included on request*

*Please note: iphone & ipad tested for cloud only and android/SII for gmail only*

1.4 The timings assume assets, approvals and Client reviews are obtained as scheduled. Any delay or deviation from the Job Confirmation may impact final delivery date(s).

1.5 Changes in scope or developmental issues can impact the costs and timings. Change to the content or specification will be detailed in writing and require agreement by both parties in writing before being actioned.

**2. Fee Arrangement**

2.1 A PO number for this job will be sent to Alchemy Worx within 2 weeks. If you do not use a PO system please specify invoice details separately. Invoice and payment terms are 30 days. Payment will be scheduled on commencement of the agreed work and is payable on completion of the agreed deliverables.

2.2 Any services outside of those listed in the Project Scope will be invoiced based up on the Rate Card (attached as Appendix).

**3. Agreement**

I hereby confirm on behalf of xxxx that costs are agreed, work has been commissioned and payment will be made upon receipt of invoice from Alchemy Worx.

Signed …………………………………………………. Name ………………………………………….

Title ………………………………..…………………… Date ……………………………………………

**By signing this work order you agree to the following terms and conditions:**

* This is your commitment to commission Alchemy Worx to deliver the work outlined above in 1.1 within 30 days of the date of this order unless timelines dictate otherwise

**What’s included in our costs:**

1. All briefing, liaison and feedback time specifically outlined in cost proposal
2. Timely delivery
3. 2 round of amends where appropriate