**Parties Involved**

Designer

* + Name: P. Colin Manikoth
  + Company Name
  + Contact Info

Client

* + Name
  + Company Name
  + Point of Contact
  + Contact Info

**Roles / Who’s doing what?**

Designer:

* + Research
  + Copywriting
  + Concept
  + Production
  + Art Direction
  + Creative Direction

Client:

* + Art Direction
  + Creative Direction
  + Approval & Sign Off

**Dates & Deliverables**

* + Deliverable A. e.g. website
  + Deliverable B e.g. files in specific format
  + Deliverable C e.g. sandwich board

**Rates / Costs / Fees**

* Task A : \_\_\_\_\_ Hours x \_\_\_\_\_\_ Rate = $ Subtotal
* Task B : \_\_\_\_\_ Hours x \_\_\_\_\_\_ Rate = $ Subtotal
* Task C : \_\_\_\_\_ Hours x \_\_\_\_\_\_ Rate = $ Subtotal

Grand Total : $

**Rights**

* Owner of native files? IP (intellectual)
  + Option A: They own it (client)
  + Option B: You own it (You)
  + Option C: Negotiate. Who gets what at end? Show in portfolio? Disclosure before approval?

**When?**

* Deliverable - delivered at this point in time - with these done? E.g. Website launched and live. Billboard goes up. Native logo files are delivered?

**Termination**

* Project ends prematurely - what now?
* Kill fee?
* Project runs over X-date? ANS: re-negotiate

**Indemnity Clause**

* Not liable for third party \_\_\_\_\_\_\_

**Signature and Accept**

* Your Signature
* Their Signature
* By signing this contact \_\_\_\_\_\_\_\_\_ agrees to the terms and conditions listed above