



FRANKLIN & WILLOW

CONTRACT

Client: Brides & Weddings

Primary Contact: Jill Carpenter & Caitlyn Scherbring

Project Package: Website Design

Designer: Franklin & Willow

This document acts as a mutual agreement to define the terms of service for the working relationship between Franklin & Willow and Brides & Weddings (hereinafter “Client”).

All projects and services (as detailed in the project proposal) that Franklin & Willow will be contracted to produce for the Client will be subject to the following:

CLIENT RESPONSIBILITIES:

- Client will provide accurate, complete, and timely information, materials, and feedback to Franklin & Willow.
- Client will approve and proofread all final designs, copy, and website. Franklin & Willow will make all efforts to ensure that no information is misrepresented. However, client assumes all responsibility for content.

COPYRIGHT & CREDIT:

- Franklin & Willow agrees to create original work for the Client, free of plagiarism.
- Franklin & Willow holds copyright of any work created during this project until final payment has been made and files have been handed over. At that time, the copyright of the work transfers to the Client.
- Once Client holds ownership of the copyright, the original work should not be altered in any way.
- Franklin & Willow can use designs, samples, photographs, or screenshots of the work created under this agreement for promotional purposes (such as marketing, social media, or website) once the project has been made public.
- Credit to Franklin & Willow should be used on all publicity/promotion of this project.

CONFIDENTIALITY:

- Franklin & Willow acknowledges that they may have access to information which relates to the Client's products, creative works, marketing strategies, projects, and other information. Franklin & Willow agrees to protect the confidentiality of this information.

REVISIONS & ALTERATIONS:

- Client will be allowed no more than 3 revisions of logo design and website design and no more than 2 revisions of price sheets, post cards, brochures, business cards, and flyers.
- If further revisions are requested, Franklin & Willow will bill the Client \$25 for each additional revision requested.
- Additional revisions may result in a delayed completion date.

PAYMENT & EXPENSES:

- Client agrees to pay a non-refundable 50% retainer before the project will begin.
- All balances must be paid before final files are delivered and website is transferred.
- Franklin & Willow reserves the right to suspend work and withhold delivery of any project documents until past due balances are paid.
- The Client shall reimburse Franklin & Willow if they have any requests for additional stock photography, artwork, fonts, and/or materials needed for the project.

CANCELLATION:

- Both parties understand that the Client or Franklin & Willow may terminate the service at any time if, for any reason, the relationship is deemed unsatisfactory by any party.
- If the project is terminated before the service has been fully fulfilled, Franklin & Willow will keep the non-refundable retainer and any fees paid to that point.
- If the Client decides to cancel the service after files and website have been transferred, Franklin & Willow reserves the right to keep the full payment amount.

The undersigned below agrees to and will comply to the terms of this agreement.

CARYSSA PHILGREEN, OWNER OF FRANKLIN & WILLOW

DATE

JILL CARPENTER OR CAITLYN SCHERBRING, BRIDES & WEDDINGS

DATE