



WORKING FOR

[NAME]
[LOCATION]
[E-MAIL]

TITLE PROJECT

MONTH 20XX - MONTH 20XX

PROJECT BRIEF

→ To create an xxx...

DELIVERABLES

- The following will be produced as part of this quotation:
1. Typography xxx
 2. Image (PNG)
 3. Film (Apple, Mov. Mp4)

TECHNICAL SPECIFICATIONS

- RGB Colors
→ 4K resolution

ACTIVITIES 'N WORKTIMELINE

1. Agreeing on details, features.
2. Concept Development
→ *Presentation*
3. Designing
→ *Midpoint presentation*
4. Finalising the Design
5. Populating the Webpage with content
→ *Final Review, Final Revisions*
6. Launching website
→ *Project concluded*
7. Staying in touch, Troubleshooting

CLIENT COLLABORATION

→ The Client has their content made-ready on the accepted date [\[DD/MM/20YY\]](#) before the finalising deadline. (See page 2. Deadlines)

CLIENT APPROVAL

→ The Client will be notified and must approve any and all materials prior to project finalization and submission.

→ The Client will have permission to accept the work and request revisions if needed.
(See page 2. Revisions)

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CURRENT PRICES

The following hourly rates apply:

- A.** Research, Concept Development 40 EUR
- B.** Designing, Building, Programming 55 EUR
- C.** Administration, Maintenance 35 EUR

SERVICE	RATE	QUANTITY	TOTAL
→ Concept Development / Research	A	x	X EUR
→ Typography Title 4K (PNG)	B	x	X EUR
→ Typography Credit 4K (PNG)	B	x	X EUR

DISCOUNT *Contact me about this! If you have a low budget, but you have a cool project idea. This is for you!*

COSTS X EUR

DISCLAIMERS AND CONDITIONS

- This quote is based on information known at the time of its creation and represents an estimated maximum sum.
- The quote is prone to adjustments as exact specifications are agreed upon.
- If the scope of work changes during the project's completion additional costs may occur.
- The Designer will submit any price changes to the Client prior to beginning such tasks.

Material costs are not included.

MATERIALS

- Material costs include purchasing [web hosting, domain names, stock imagery, custom typefaces](#).
 - Every material purchase shall be made in consultation and agreement with the Client.
 - Material costs will be added as items to the final invoice.
 - The Designer will submit proofs of purchase to the Client.
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REVISIONS

- The estimate includes three revision rounds.
 - Every additional revision round is billed at hourly rate B.
 - All revisions must be communicated clearly in written form. In case of nonunderstanding, the Designer holds the right to pause work until details are coordinated.
 - Work on revisions begins the same, or the next working day.
 - Revisions submitted to the Designer [less than 48 hours before a deadline](#) are billed at 150% of hourly rate B.
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DEADLINES

- In case of the Client failing to meet agreed upon deadlines, the Designers reserves the right to adjust subsequent deadlines accordingly.
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SCOPE

- No rights or references for future agreements may be derived from this Contract.
- The development of other assets is considered beyond the Scope of the project and must be agreed upon with a renegotiated contract.

PAYMENT

- Start payment of first half in the beginning of phase 3 – Design.
- Payment of remainder upon the earlier of the handover of deliverables or or the end of the project.

Payment of full amount within 14 calendar days of project completion.

TERMINATION OF COLLABORATION

- Either party ("The Designer" or "The Client") may terminate this contract at any time for any reason they deem necessary with written notice.
- Upon cancellation of this freelance graphic design contract, the Client will be responsible for all expenses incurred prior to contract termination.
- Should the Client choose to cancel this project after the project's completion, the Client will remain responsible for full payment of the complete project total.
- The **initial 50% down payment** is non-refundable.

CONFIDENTIALITY

- The Designer hereby acknowledges he/she/they may be involved in or become aware of information that relates to the Client on a personal level including information related to the Client's past, future, present, customer names, marketing plans, project information, and financial documents.
- The Designer agrees to protect all the above information and keep any information obtained confidential, when ordered.
- The Designer will use information only as expressly agreed upon with the Client.

BUY OUT AND COPYRIGHT IN THE DIGITAL SINGLE MARKET

→ The designer is protected under the EU's Directives on Copyright in the Digital Single Market. These directives have provisions in place to safeguard creators, ensuring they receive fair and reasonable compensation for the use of their works. Article 18 of the directive establishes the principle of fair and reasonable remuneration for creators, while Recital 72 highlights the importance of protecting creators who may be in less favorable contractual positions when licensing or transferring their rights. These directives aim to provide robust protection and support for creators in the digital era.

WHEN THE PROJECT IS FINALIZED

- Available for consultations and troubleshooting pertaining the project, free of charge.
- Continuing work billed accordingly, per new quotation.
- Project might be shared for portfolio values on different platforms as Instagram (@marieke.jpg) Facebook (Marieke Dijsselhof), Website (maryk.online) or other online spaces owned by the Designer. Name of "Company", "Event", "Studio" will be named within post.
- Social media tagging of the client, event, company, studio only as expressly agreed upon with the Client.

AGREEMENT

AMENDMENTS

- This document and all attached or incorporated documents contain the entire agreement between the parties and supersede any previous understanding, commitments, or agreements, oral or written.
- This Contract may not be modified, changed, or otherwise altered in any respect except by a written agreement signed by both parties.

SIGNATURE 1

DESIGNER
MARIA HENRIEKE DIJSSELHOF

DATE:
SIGNATURE:

SIGNATURE 2

CLIENT
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DATE:
SIGNATURE:

CONTRACT DISTRIBUTION

- Each signatory shall receive one copy of this contract.