

MEDIA-LAB STUDIOS

Creative Service Agreement

You, _____ Client or You asked Me, _____ (Designer" or I) to design something for you.

This is our Agreement for this project:

What I agree to do:

1. Scope of Work. I will do the following with in _____ days after I receive a signed copy of this Agreement and fifty (50) percent of the payment from you:

Project Type: Graphic Design Motion Design Video/Film

of concepts promised: 1 2 3 4 Concepts will be provided on _____ 20_____

of changes promised: 1 2 3 4 All changes are made 24 hr after client has given feedback

2. Final. Files. I will deliver to you, via E mail , DVD Data Disc DVD Rom Disc or Hyperlink), with in _____ days after you approve the final design's, or video. In the following formats:

Image Files: JPEG PDF PSD PNG **Video Files:** MPEG-4 M4V AVI MOV DVD ROM

What I promise you:

3. Original Work/Confidentiality. I promise that, except for anything that you gave me to incorporate into the design(s) or video(s): (a) my work will be original and will not be copied in whole or in part from any other work (b) I own the rights that I am giving you under this Agreement, or I have secured such rights to any third-party content incorporated into my final design(s); and (c) my work does not violate the patent, copyright, trade secret or other property right of any person, firm or entity. I promise that this agreement does not conflict with any other contract, agreement or understanding to which I am a party. Finally, I promise that I'll hold and maintain in strict confidence any confidential information that you provide me (such as proprietary technical or business information). and I will not disclose such information to any third party.

What you Promise me:

4. Pay me for my Work. You promise to pay me the total sum (Fee) of \$ _____ (US Dollars) in two payments. Fifty (50) Percent of the Fee will be due when you and I sign this Agreement and before I begin. The remaining Fifty (50) percent of the Fee will be due immediately before I send you the final files containing the final design(s) you approved. If you ask me to use any third-party content (such as stock photos or video) in the project, you promise to pay me the actual cost of licensing that third-party content for use in the project. You agree that until you pay me in full, you will not acquire the rights or license to use or transfer ownership of any design(s) that I create for you under this Agreement.

You Promise to make payment via:

PayPal Cash Money Order Money Transfer Check

You agree that you will pay for the transactional costs for making the payment

5. Pay me for Extra Work. I agree that the fee you owe me will cover in full all of the work listed in paragraph 1 of this Agreement. You agree that if you ask me to make changes or do other work for you that is not covered by this Agreement, you'll pay me an hourly rate of \$ _____ per hour and this payment will be in addition to all other amounts you owe me under this Agreement. You also agree that if you ask me to do work outside the scope of this Agreement, I may have extra time to send you the final files for the design(s).

