

## **Contract:**

Client name/organization:

Client Contact info (individual making decisions for the project. (phone and email)

Designer Contact info: (name, email and class)

Clients: list all content you will be providing (content, logos, photos).

Designers: list all elements of this project that you are responsible for.

List final deliverables

:

## **Stipulations**

1-Clients vouch that all materials given to designers comply with copyright law.

2-The designer represents that , to the best of his/her knowledge, all work completed on this project is original and not previously published.

3-All work created for this project may be used by students for self-promotion (portfolio, internet, exhibition, competition).

4-If either party fails to live up to the terms of this agreement, the project may be cancelled at

the discretion of the instructor.

5-The designer and SUNY Oswego Art department are not responsible for any additional costs or obligations after the final hand-off. (Including but not limited to printing, web hosting, consultation)

Initial meeting: \_\_\_\_\_(date)

Initial sketches due to client : \_\_\_\_\_ (date) \_\_\_\_\_(student initials)

Approval of sketches by client: \_\_\_\_\_(date) \_\_\_\_\_(client initials)

Delivery of content by client to the designers: \_\_\_\_\_ (date) \_\_\_\_\_(client initials)

Rough draft for feedback to client : \_\_\_\_\_ (date) \_\_\_\_\_(student initials)

Feedback on rough : \_\_\_\_\_ (date) \_\_\_\_\_(client initials)

Project given to client for final minor revision: \_\_\_\_\_ (date) \_\_\_\_\_(student initials)

One week for client to review and hand back to students.

Finished project to client/sign off at this time \_\_\_\_\_ (date) \_\_\_\_\_(student initials, client initials)

Client Signature \_\_\_\_\_ (date)

Designer Signature \_\_\_\_\_ (date)

Designer Signature \_\_\_\_\_ (date)

Designer Signature \_\_\_\_\_ (date)

Instructor Signature \_\_\_\_\_ (date)