

TERMS AND CONDITIONS

Agreement between Alice F. Kramer and business or individual identified on this agreement.
The client/individual listed below is subject to the following terms and conditions.

GENERAL WORKING AGREEMENT – This document defines the terms and conditions of our working relationship. All projects or services that ARTIST may be contracted to produce or provide for CLIENT will be subject to the following:

WORKING/BILLING PHASES – Concept revisions, extensive alterations, or a switch in marketing objectives sometimes makes it impossible to accurately estimate in advance the total cost of a project. Planning the work, cost estimating, and billing in several phases permits ARTIST or CLIENT to adjust for such revisions/or halt work before completion if a project is postponed or canceled. Any canceled project is billed only through phases and/or portions of phases that were actually completed by ARTIST. For each project, CLIENT will receive a proposal/estimate outlining the project specifications and our proposed scope of services and working/billing phases. Each proposal estimate will contain a project budget, which includes estimated fees for professional services and separate itemized costs for anticipated out-of-pocket expenses.

We will begin work upon CLIENT'S approval of the written estimate. Your approval will constitute an agreement between us in a written contract with final details.

PAYMENTS/ESTIMATES– CLIENT agrees to pay ARTIST in accordance with the terms specified in each proposal/estimate.

The down payment will be 50% of the estimate total. This payment is due at the time of this contract agreement. No part of down payment will be refunded if the CLIENT chooses to cancel the contract or not use the ARTIST'S services once the ARTIST has started any work for the CLIENT.

Estimate: Billing will reflect the actual costs incurred. Valid only until the date specified on the estimate. CLIENT requested changes will be billed additionally and specified on contract agreement. The CLIENT will be notified of any price changes.

Unless otherwise specified, all subsequent balances due are payable prior to art arrival. All printing charges must be paid at the time of Proof sheet approval. The ARTIST will not print unless this clause is met. Interest on past due balances is 18% per annum or 1.5% per month. We reserve the right to refuse completion or delivery of work until past due balances are paid.

OUT-OF-POCKET EXPENSES – Fees for professional services do not include outside purchases such as, but not limited to, printing, photography, color printouts, laminating, illustrations, separations, shipping and handling or courier service. Expenses are itemized on each invoice. Expenses are subject to Florida sales tax unless 1) You are a nonprofit organization; or 2) the work is for resale and you have submitted a resale certificate to ARTIST. If consultant or supervisory services are required in out-of-town locations, we will bill lodgings, meals, and transportation at cost. Reimbursement for mileage is calculated at current allowable rates.

REVISIONS AND ALTERATIONS – New work requested by CLIENT and performed by ARTIST after a proposal/estimate has been approved is considered a revision or alteration. If the job changes to an extent that substantially alters the specifications described in the original estimate, we will submit a proposal revision memo to you, and a revised additional fee must be agreed to by both parties before further work proceeds. If CLIENT requests a revision of any kind after the ARTIST has ordered an item to be printed then the CLIENT will be responsible for any return/ exchange/ or additional fees charged by the third party printing company.

Design revisions from proof sheet will be handled in the following manner. Every order will include at no additional cost two basic revisions (which the ARTIST defines as basic changes to the layout or color choices of a proposed design) and one advanced revision (which the ARTIST defines as a complete design revision from stage one of the design stage). If any further changes are needed the CLIENT will be charged 10.00 USD for each basic revision and the CLIENT will be billed at standard hourly rates.

Author's alterations and other copy changes requested after layouts or mechanicals are completed are also billed at standard hourly rates.

OVERTIME – Estimates are based on a reasonable time schedule, and may be revised to take into consideration your " Priority Scheduling" requests requiring overtime and weekends or if designs become very involved or complicated. Knowledge of your deadlines is essential to provide an accurate estimate. In addition, outside suppliers such as service bureaus charge a 100% to 200% markup on overtime after 5:30pm and weekends.

NATURE OF COPY – CLIENT agrees to exercise due diligence in its direction to us regarding preparation of materials and must be able to substantiate all claims and representations. You are responsible for all trademark, service mark, copyright and patent infringement clearances. You are also responsible for arranging, prior to publication, any necessary legal clearance of materials we prepare.

ERRORS AND OMISSIONS – It is the CLIENT'S responsibility to check proofs carefully for accuracy in all respects, ranging from spelling to technical illustrations. ARTIST is not liable for errors or omissions. Your signature or that of your authorized representative is required on all mechanicals or artwork prior to release for printing or other implementation.

TELECOMMUNICATIONS – CLIENT shall pay for all transmissions charges. The ARTIST is not responsible for any errors, omissions or extra costs resulting from faults in the telephone, cable, internet, satellite network or from incompatibility between the sending and receiving equipment including email. The CLIENT will also be held responsible for changes made electronically and any additional charges.

OVER RUNS AND UNDER RUNS – The CLIENT will accept over runs or under runs that do not exceed 10% of the quantity ordered on all jobs. The ARTIST will bill for actual quantity delivered within this tolerance. If the CLIENT requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation.

LIEN – All materials or property belonging to the CLIENT, as well as work performed, may be retained as security until all just claims against the CLIENT are satisfied.

INSPECTION OF BOOKS – Upon reasonable notice, any and all invoices from our vendors, time sheets and other documentation relating to your account will be available to you. Inspection at our studio by your authorized representative may be arranged during normal business hours.

PROPERTY AND SUPPLIER'S PERFORMANCE – ARTIST will take all reasonable precautions to safeguard the property you entrust to us. In the absence of negligence on our part, however, we are not responsible for loss, destruction or damage or unauthorized use by others of such property. We will use our best efforts to ensure quality and timely delivery of all printed (offset, silk-screened, embossed or otherwise reproduced) pieces. Although we may use our best efforts to guard against any loss to you through the failure of our vendors, media, or others to perform in accordance with their commitments, ARTIST is not responsible for failure on their part. If you select your own vendors, other than those recommended by us, you may request that we coordinate their work. If at all possible, we will attempt to do so, but we cannot in anyway be held responsible for quality, price, performance or delivery.

RIGHTS OF OWNERSHIP – Once a project has been delivered by us and is fully paid for by CLIENT, ARTIST will assign the reproduction rights of the design for the use(s) described in the proposal.

According to the Copy right Law of 1976, the rights to all design and art work, including but not limited to photography and or illustration created by independent photographers or illustrators retained by ARTIST, or purchased from a stock agency on your behalf, remain with the individual ARTIST, ARTIST, photographer or illustrator. Unless a purchase of "All Rights" (A Buyout) is negotiated with ARTIST and/or his/her authorized representative, you may not use or reproduce the design or the images therein for a purpose other than the one(s) originally stipulated. If you wish to use the design we have created and/or the images within it for another purpose or project, including a reprint or exhibition, you must contact us to arrange the transfer of rights and any additional fees before proceeding. If printing or other implementation is done through your vendors, you agree to return to us all our original mechanicals and artwork (slides, prints, drawings, separations, etc.) within two weeks, and to provide us with printed samples of each project.

We reserve the right to photograph and/or distribute or publish for our firms promotional and marketing needs any work we create for you, including mock-ups and comprehensive presentations, as samples for our portfolio, firm news letter, brochures, slide presentations and similar media. We agree to store mechanical boards and computer disks for a period of 6 months beyond the delivery of a job. Thereupon, we reserve the right to discard them.

TERM AND TERMINATION – The term of this agreement will continue for work in progress until terminated by either of us upon thirty (30) days written notice. If you should direct us at any time to cancel, terminate or "put on hold" any previously authorized purchase, we will promptly do so, provided you hold us harmless for any cost incurred as a result.

Upon termination of this agreement, ARTIST will transfer to CLIENT all your property and materials in our control and for which you have paid. CLIENT will indemnify and hold ARTIST harmless for any loss or expense (including attorney 's fees), and agree to defend ARTIST in any actual suit, claim or action arising in any way from our working relationship. This includes, but is not limited to assertions made against CLIENT and any of its products and services arising from the publication of materials that we prepare and you approve before publication.

The ARTIST reserves the right to decline any additional revisions should the CLIENT and the ARTIST become unable to come to a reasonable compromise on the design. Depending on the situation as determined by the ARTIST, the CLIENT will be held responsible for additional design fees to the ARTIST based on the per hour regular fee. Should the CLIENT at any point be unsatisfied with the designs and wish to cancel this contract, 20.00 USD per proof sheet will be charged to the CLIENT if the cancellation occurs after the included revisions. The down payment will not be refunded if the ARTIST has started any designs.

PRODUCTION SCHEDULES – Production schedules will be established and adhered to by both CLIENT and the D E S I G N E R, provided that neither shall incur any liability, penalty or additional cost due to delays caused by a state of war, riot, civil disorder, fire, labor trouble or strike, accidents, energy failure, equipment breakdown, delays in shipment by suppliers or carriers, action of government or civil authority, and acts of God or other causes beyond the control of the CLIENT or the ARTIST. Where production schedules are not adhered to by the CLIENT, final delivery date or dates will be adjusted accordingly.

PRINTING CHARGES – All printing charges are due at the time of the CLIENT'S approval of the final proof sheet. No orders will be sent to be printed unless all printing and shipping charges are met. All printing is done through third party companies that meet the artists standards of quality. Reprints of orders can be done through the artist at a nominal charge. No printing charges will apply if a digital only copy of a design is being requested by the CLIENT. In this case, the CLIENT will be responsible for supplies and will be required to purchase the rights of reproduction. In the event that the CLIENT has purchased the rights to any work, the ARTIST will hold no responsibility for the quality of the product in all future reproductions of the design or image.

SHIPPING CHARGES – The CLIENT agrees to pay all shipping charges. Prices are subject to change based on product, quantity, expediency, and preferred method. Shipping charges must be paid at the time of final proof sheet approval along with the printing fees. If delays occur in the proof approval process, the shipping methods might be subject to change as well to ensure the CLIENT receives their product by the deadline specified.

ADDITIONAL PROVISIONS – The validity and enforceability of this agreement will be interpreted in accordance with the laws of the State of Florida applicable to agreements entered into and performed in the State of Florida. This agreement is our entire understanding and may not be modified in any respect except in an executed agreement. If we must retain attorneys to collect our invoices, we will be entitled to reasonable attorney's fees, court costs, and interest at the maximum rate permitted by law.

Client Agreement Signature

Date

Alice F Kramer

Date

Both Artist and Client understand and agree to the terms above. For questions regarding this contract email or call the artist at 407-617-3019 or afkart@gmail.com.

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