

Letter of Agreement



Date _____

Artist Bridget Shaw

Client Company & Contact

Person or Company Name Telephone E-mail

Street Address City State Zip

Letter of agreement

This letter of agreement must be signed and returned by the Client's representative before the Artist schedules or accepts any assignments.

Service and Rates

Artist's rate includes draw time, research, phone calls, phone or in-person meetings, travel time to and from meetings, location scouts, file management, and electronic delivery of all art work.

Additional Expenses

Client agrees to reimburse Artist for materials or services required for completion and/ or delivery of project, including but not limited to: postage & handling, travel (if required) and parking. Artist agrees to provide a copy of receipt for any additional expenses and or materials.

Copyright and Usage

Artist agrees to provide artwork for use in client presentation materials only and retains ownership of and copyright for all work submitted for this project. Any use other than expressly granted above requires arrangement for payment of separate fee.

Cancellation

If for any reason the job is cancelled before completion, it is up to the artist's discretion to determine how much of the project has been completed at the time of notification. One hundred percent (100%) of the total fee is due despite cancellation or postponement of the job if the art work has been completed.

Payment

Client agrees to pay within 30 days of sent invoice. In some circumstances the Artist may ask that half of the payment be made up front, in which case the other half or remaining balance is to be received by the artist no later than 30 days after the invoice date. A penalty fee of ten percent (10%) of invoice total will be added after thirty (30) days of the invoice date if payment is not received before then and each month or part thereof that payment is in default. Client shall assume responsibility for all penalty fees, collection agency charges and legal fees necessitated by default in payment.

Confidentiality

Artist agrees to maintain confidentiality of all property client business, marketing, product or service information.

Miscellaneous

Any dispute regarding this agreement shall be arbitrated in Los Angeles County, California under the rules of the American Arbitration Association and laws of California. This Agreement shall be governed by the laws of the State of California and courts of such shall have exclusive jurisdiction and venue.

Artist Signature & Date

Date: _____

Client Signature & Date

Date: _____

Accounts Payable
Contact Names & Date
