

Client Agreement

I, _____ (Client) request the artistic and creative services of Cheritha Cale, dba: CSL-Designs. CSL-Designs will produce photographic renditions in a creative, artistic, and tasteful design. It is agreed upon the execution of this agreement that this agreement supersedes all other agreements. This agreement may be modified only by a further writing agreement that is executed by both parties.

Please read the following provisions carefully, initialing each item and signing the Agreement. As per your initials and signed acceptance, you agree and comply with the following provisions.

Regarding Photographs, Memorabilia, and Designing Process

- _____ 1. I understand that unless otherwise specified, photos and memorabilia will be mounted using "photo-safe", "acid free", and/or "lignin free" products. Thus, any resulting damage from defective products is not the liability of CSL-Designs.
- _____ 2. I understand that photos and memorabilia will be mounted using "photo-safe" adhesives that are essentially considered permanent. While, it may be possible to remove photos for adjustment, it is not recommended, as damage to the photos will likely occur. I will notify the designer of any items I do not want permanently mounted. These items can be included using photo safe corners, allowing for easy removal.
- _____ 3. I understand during the creative process photos and memorabilia may be cut ("cropped") or altered. Any items that I do not want altered will be indicated to the designer.
- _____ 4. I understand during the creative process photos may be duplicated in a new size. Any unused photos will be returned.
- _____ 5. I understand in the event that photos and/or memorabilia provided are damaged by flood, fire, theft, auto accident, or other unavoidable disaster while in CSL-Designs possession is only liable for the cost of reprinting photos if negatives or CD's are available. It is recommended that I have a backup copy of all photos and will not hold CSL-Designs liable for any loss.

Project Cost

- _____ 1. I will provide a 50% non-refundable deposit at the time this Agreement is signed. The final amount will be determined according to the cost of materials, labor, and layouts completed. The estimated cost for project: \$ _____ The deposit required \$ _____
- _____ 2. I understand that there is an additional charge for the album, page protectors, and shipping cost. These prices will be determined during your consultation. Estimated album cost \$ _____
- _____ 3. I understand that CSL-Designs will obtain my permission if costs exceed the agreed upon amount in the contract. A written addendum will be completed, showing any additional charges before any additional work is performed.
- _____ 4. I understand I will be notified when the project is completed. The remaining 50% balance of the project is due at the time of pick up. Balance for delivery will be due prior to mailing. The remaining balance \$ _____
- _____ 5. I understand that all returned checks will be subject to a \$35 fee. Returned checks not made good with cash or money order within 7 days will be forwarded to the proper authorities.
- _____ 6. I understand that upon notification I will have 14 days to pick up and make final payment for this project. In the event that I do not comply an additional fee of \$10 per week will begin on the 15th day.

Project Completion and Satisfaction

- _____ 1. My acceptance of the finished album signifies that I am satisfied with the finished project.
- _____ 2. I understand that I may reproduce copies of any part of this album for my own personal use.
- _____ 3. I understand that I may **not** sell, publish, advertise, or reproduce copies of this album for commercial or financial gain. Nor can I represent any part of this project as my own creation. All designs and creations are owned exclusively by CSL-Designs.

Please initial either (a) or (b):

_____ a. I hereby **authorize** CSL-Designs to use digital copies or images for the purpose of advertisement, publicity, or promotion of CSL-Designs.

_____ b. I **do not** authorize CSL-Designs to use digital copies or images for the purpose of advertisement, publicity, or promotion of CSL-Designs.

Client Name: (PRINT)

Client Signature/Date:

Designer's Name: (PRINT)

Designer's Signature/Date:

All items are made in a smoke free and pet free studio. I look forward to designing custom scrapbook albums and helping you preserve your family's photographs and memorabilia.

Privacy Policy Statement

Our postal address is:

1082 Pinyon St.

I can be reached via e-mail at

cheritha@crazyscrapbookinglady.com or (970) 948-1067

All personal information that is shared with CSL-Designs is held confidential. The exception being if you would share criminal related information or intent of a crime or harm to yourself or others, in this case the corresponding authorities will be notified.