



Creative Design Agreement Form

Company Name:	Sales Representative:
Contact Name:	Creative Director: Chris Rayson 972.639.0350 crayson@southwestmobileadvertising.com
Address:	In an attempt to better service our clients; you the client MUST follow our policy in order for us to complete your job in a timely fashion. Your collaboration in submitting ALL information regarding your job order (size, colors, copy, & design specifications) to Southwest Mobile Advertising as soon and thoroughly as possible, will aide us in processing your order in a professional manor. Payment in full must be received prior to beginning work. Failure to do so may delay completion of your job.
City: State: Zip:	
Email Address:	
Contact Phone: Fax:	

Hourly Estimated Creative Design Completion Times: <small>Business Cards (1-2), Postcards/Mini Postcards (2-6), CD Inserts/ Rack Cards/Door Hangers/Table Tents/1/2 Page/Full Page/ Logo/ Billboard/ Foam board/ Newspaper Ad (4-20), Tri-Fold Brochures (10- 30)</small> *Times based upon (1) Image & 50 words or less per design panel	Creative Design Cost: \$50 per hour <small>*(Photo image(s) cost will be passed on to client w/o image.)</small> Ad Copy/Copywriting: \$300 per ad <small>[includes Concept(1hr); Copywriting 2 alternatives for each ad (2hrs); One revision per ad (1hr).]</small>	Creative Design Proof Dates: * Please send finished creative via: ___ CD Rom ___ Email ___ Both *There will be a \$15 fee per CD Rom
---	---	--

Creative Design Project Name	Ad Copy Submitted by web	Start Date	End Date	Hours to Complete	Special Instructions: <small>Layout Deminions/Logos</small>	Total Cost

All designs created by Southwest Mobile Advertising are copyrighted and can only be reproduced with Southwest Mobile Advertising approval. Any reproduction without Southwest Mobile Advertising approval will be subject to fines per copyright law. Fees for the authorization of printing Southwest Mobile Advertising artwork elsewhere will be at Southwest Mobile Advertising discretion. Southwest Mobile Advertising extends ONE (1) FREE text charge per job. Each additional change to the artwork or text will cost an additional \$35 per hour.	Total Cost Sales Tax 8.25% Total Amount Due:
---	---

Circle Payment Method: Cash Credit Card Check

Design Fees are non-refundable regardless if the design is used or not.
 By signing this agreement you agree to all the terms listed above and understand that this agreement will be in effect for all jobs from the date on this contract until such time as Southwest Mobile Advertising may revise the contract.

Print Name: _____ **Signature:** _____ **Date:** _____