



# Emerald City Scrapbooking Service Agreement

Client: \_\_\_\_\_

Designer: \_\_\_\_\_

Product(s): \_\_\_\_\_

Deadline: \_\_\_\_\_

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**Description of product:** Each scrapbook will be \_\_\_\_\_ inches and will consist of between \_\_\_\_\_ pages each. A page is defined as two \_\_\_\_\_ inch squares side by side (2-page spread when the book is lying flat).

**Designer responsibility:** The designer is responsible for ensuring timely completion of \_\_\_\_\_ high-quality scrapbooks. The designer will ensure that each page will be unique from the other pages and that the products used in the scrapbooks are acid-free.

**Client responsibility:** The client will provide photos and other memorabilia for inclusion in the scrapbooks. This can occur on a rolling basis up until [DATE]. If items are procured after this date, the designer will make every effort to include the items at the client's request but cannot guarantee their inclusion.

**Timeline:** Initial planning and conception of page layouts will begin once photos and items are delivered to the designer. The products will be delivered to the client no later than [DATE]. The designer will show completed pages to the client upon request.

**Deposit:** A deposit of \$XX was made by the client on [DATE]. The deposit will go toward the purchase of a book, adhesives (mounting squares, glue), and any specialty items requested by the client. Additional supplies such as stickers, dye cuts, ribbon, and other embellishments will be provided by the designer.

**Rate:** An [hourly/per page] rate of \$15 will be charged for time spent on the design and completion of the products. The designer estimates an average of \_\_\_\_\_ hour per page, for a total of \_\_\_\_\_ total hours. The designer will track hours spent using the attached spreadsheet.

**Additional services:** Upon request, the designer can provide gift wrapping and/or handmade cards to accompany the scrapbooks. A \$4 fee per card and per gift wrapping will apply.

\_\_\_\_\_  
[Client Name]  
Client

\_\_\_\_\_  
Brienne Adderley  
Designer

**Permission to use photographs**

*I, \_\_\_\_\_, hereby grant Emerald City Scrapbooking the right to use photographs of me and my property in connection with the above-identified products. I authorize Emerald City Scrapbooking to use and publish photographs in print and/or electronic materials, including by not limited to their website, social media sites, and printed materials. I agree that Emerald City Scrapbooking may use such photographs of me for any lawful purpose, including publicity, illustration, advertising, and web content.*

*I acknowledge that since my participation is voluntary I will receive no financial compensation.*

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_