

New Project

Tri-state Designs
Bullhead City, Arizona.86442
www.bhcgraphix.shop
(928) 404-3240

Invoice #:	Today's Date:
Due by:	Estimate Total:

Customer Information

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Alt Phone: _____

Project Details

Social Media Pages

Approved

Date	initials:

Designer:

Payment Method:

☐ Cash ☐ CC ☐ Check

Deposit

Total Amount:

New Google Account Login

Website Login Details

QTY:	Service/Item	Price

This form is tailored for new project requests and is required for both new and existing customers.

By signing this form, you acknowledge and agree that we will proceed with designing the project. Please be aware that artwork files at print resolution will only be provided upon successful payment collection

X_____ Date: _____

Graphic Design Services Agreement

1. Services Provided

1.1 The Designer agrees to provide graphic design services as requested by the Client. These services may include, but are not limited to, the creation of logos, branding materials, marketing collateral, and digital assets.

1.2 The Designer will submit design concepts and drafts to the Client for review and approval throughout the duration of the project.

2. Design Process

2.1 The Designer will commence work upon receipt of a written request from the Client detailing the scope of the project, including specific design requirements and deadlines.

2.2 The Designer will provide the Client with initial design concepts within _____ days of receiving the project brief.

2.3 The Client will have the opportunity to request revisions to the design concepts provided by the Designer. The Designer will make reasonable efforts to accommodate these revision requests within a timely manner.

2.4 Upon completion of the design work, the Designer will submit the final design(s) to the Client for approval.

3. Approval Process

3.1 The Client agrees to review all design concepts and drafts provided by the Designer promptly and to provide feedback and approval within _____ days of receipt.

3.2 If the Client does not provide feedback or approval within the specified timeframe, the Designer may proceed with the project based on their best judgment.

3.3 Once the Client approves a design concept or draft, any further revisions or changes may incur additional fees as determined by the Designer.

4. Payment Terms

4.1 The Client agrees to pay the Designer the agreed-upon fee for the graphic design services provided. Payment shall be made according to the payment schedule outlined in the project proposal or as otherwise agreed upon by both parties.

4.2 Invoices will be issued by the Designer upon completion of specific project milestones or at regular intervals, as agreed upon by both parties.

5. Ownership and Rights

5.1 Upon receipt of full payment, the Client will own the final design(s) created by the Designer, including all rights, titles, and interests therein.

5.2 The Designer retains the right to display the final design(s) in their portfolio and marketing materials, unless otherwise agreed upon in writing by both parties.

6. Termination

- 6.1 Either party may terminate this Agreement by providing written notice to the other party in the event of a material breach of the terms of this Agreement.
- 6.2 In the event of termination, the Client will be responsible for paying the Designer for any services rendered up to the date of termination, as well as any expenses incurred by the Designer in connection with the project.

7. Confidentiality

- 7.1 Both parties agree to keep confidential any proprietary or sensitive information shared during the course of the project.

8. Governing Law

- 8.1 This Agreement shall be governed by and construed in accordance with the laws of [insert jurisdiction].
- IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

_____ Tri-state Designs	
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Social Media Marketing Services Agreement

1. Services Provided

1.1 The Specialist agrees to provide social media marketing services to the Client for the management and promotion of the Client's social media page(s) on platforms such as _____.

1.2 Services may include, but are not limited to, creating and posting content, engaging with followers, running advertising campaigns, and providing monthly analytics reports.

1.3 The Specialist will perform these services in accordance with industry best practices and with the goal of increasing the Client's social media presence and engagement.

2. Access and Permissions

2.1 The Client grants the Specialist access to the Client's social media account(s) for the purpose of performing the services outlined in this Agreement.

2.2 The Specialist agrees to use the access provided solely for the purpose of providing the agreed-upon services and will not make any unauthorized changes to the account(s).

3. Ownership and Control

3.1 The Client retains ownership and control of the social media account(s) and any content posted on them, including but not limited to text, images, videos, and graphics.

3.2 The Specialist acknowledges that they are acting as an agent of the Client and will abide by the Client's instructions and guidelines regarding the management and promotion of the social media page(s).

4. Confidentiality

4.1 Both parties agree to keep confidential any proprietary or sensitive information shared during the course of the project, including but not limited to login credentials and marketing strategies.

5. Payment Terms

5.1 The Client agrees to pay the Specialist the agreed-upon fee for the social media marketing services provided. Payment shall be made according to the payment schedule outlined in the project proposal or as otherwise agreed upon by both parties.

5.2 Invoices will be issued by the Specialist upon completion of specific project milestones or at regular intervals, as agreed upon by both parties.

6. Termination

6.1 Either party may terminate this Agreement by providing written notice to the other party in the event of a material breach of the terms of this Agreement.

6.2 In the event of termination, the Client will be responsible for paying the Specialist for any services rendered up to the date of termination, as well as any expenses incurred by the Specialist in connection with the project.

7. Governing Law

7.1 This Agreement shall be governed by and construed in accordance with the laws of [insert jurisdiction].

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

[Client Name] [Internet Marketing Specialist Name]

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____