

Leaders in Scrapbooking

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Client's Name: _____ Date: _____
Street Address: _____
City: _____ State: _____ Zipcode: _____
Best Phone Number and Time to Call: _____
Email Address: _____

Mailing Address if Different from the Above

Name: _____
Street Address: _____
City: _____ State: _____ Zipcode: _____
Is This Gift a Surprise? _____

Project: _____
Theme Details: _____
Any Specific Details I Should Know In Order To Complete This Project: _____

Journaling: Computer Generated _ Client Supplied Writing _ Space for Writing _
Estimated Number of Two Page Spreads: _____ X \$ _____ Per Spread
Estimated Cost: _____ Nonrefundable Deposit of 50%: _____
Completion Timeframe: _____

Shipping and Handling Cost: _____ Final Balance Due: _____
The Final Balance will be Due Before I Ship Your Completed Album

How did you hear about Leaders in Scrapbooking: _____

Designer – Client Agreement

Please read the following provisions carefully, initialing each item and signing the Agreement in its entirety. As per your signed acceptance, please send this Agreement along with your photos, memorabilia, and your deposit in the amount of \$_____.

REGARDING HANDLING/DESIGNING PROCESS OF PHOTOS/ KEEPSAKES

1)_____ All items to be included in the album are to be provided by the client. and thus any resulting damage from defective products are not the liability of Leaders in Scrapbooking (Tina Leader).

2)_____ Unless otherwise specified, photos & memorabilia may be cut (cropped) or altered during the creative process. Sometimes during the creative process, it is more pleasing for the final layout design if unnecessary backgrounds or objects are eliminated from photos in order to draw focus to the subject of the photograph.

3)_____ Leaders in Scrapbooking (Tina Leader) is only responsible for the photos & memorabilia listed on the Inventory Sheets. In the unlikely event that photos &/or memorabilia provided are damaged by fire, flood, earthquake, hurricane, tornado or other unavoidable disaster (including, but not limited to, theft or auto accident) while in our possession, Leaders in Scrapbooking (Tina Leader) is only liable for the cost of reprinted photos, if negatives &/or scanned photos are available. I understand that photos or memorabilia which are irreplaceable (i.e. no negatives exist or there are no other copies) will not be Leaders in Scrapbooking (Tina Leader's) liability or responsibility in any way, nor will I take any recourse. Before sending me photos for which no negatives exist, I highly recommended making a scanned copy to keep for yourself.

REGARDING PROJECT COSTS

4)_____ Leaders in Scrapbooking (Tina Leader) requires a nonrefundable deposit of 50%. For this specific project the deposit is \$_____. This deposit will be applied towards the cost of the specified project. I understand that this project is estimated to cost \$_____. The estimated cost does not include the cost of shipping.

5)_____ I understand that Leaders in Scrapbooking (Tina Leader) will obtain my permission if it becomes necessary for the project cost to exceed the agreed upon amount before any additional work is performed to result in additional charges.

6)_____When the project is completed, I understand that I will be notified and the remaining cost of the project will be due before the completed album is delivered/shipped. The remaining cost includes the final balance for the project and the cost of shipping the album to you. Any unused photos or memorabilia will be returned with the completed album.

7)_____Leaders In Scrapbooking (Tina Leader) will send the album through United States Postal Service Priority Mail with Delivery Confirmation. Leaders in Scrapbooking (Tina Leader) will contact you with the confirmation number. I understand that shipping and handling fees will be added to the total project cost. I understand that Leaders in Scrapbooking (Tina Leader) is only responsible for obtaining the shipping company and the shipping company will be liable in the event that an album is lost or damaged during shipment. I understand that in the event of damaged or lost items, I must deal directly with the company that the items are shipped through. I will not hold Leaders in Scrapbooking (Tina Leader) liable, nor take any recourse in the event of lost and/or damaged items and/or album(s).

8)_____I understand that Leaders in Scrapbooking (Tina Leader) accepts payment in the forms of: PayPal, check or money order. Checks will be made payable to Tina Leader. All returned checks will be subject to a \$30 fee. Returned checks not made good by cash or money order within 7 days of occurrence, will then be forwarded to the proper legal authorities.

CREATIVE CONSULTATION VIA EMAIL

9)_____All services feature our unique Creative Consultation. As your scrapbook pages are being created, you will receive an email containing images of layout designs.

REGARDING PROJECT COMPLETION & SATISFACTION

11)_____Acceptance of the completed album is construed as acceptance of and satisfaction with all work completed. In the event that an album is shipped to me and I am not satisfied, I understand that I may return the album within 7 days of the initial confirmation of receipt so that Leaders in Scrapbooking (Tina Leader) may make my specified adjustments (adjustments are allowed only one time). I understand that I am solely responsible for returning, and obtaining a tracking number on the project shipped back to Leaders in Scrapbooking (Tina Leader) for adjustments. Upon completion of adjustments, Leaders in Scrapbooking (Tina Leader) will resend the completed album. I understand that I am responsible for the total cost of resending the album. I am aware that I cannot return any items and/or project for a refund.

Leaders in Scrapbooking (Tina Leader) will be digitally taking digital pictures of this album project for her own records.

Please initial (and sign where needed) either (a) or (b):

a)_____I authorize Leaders in Scrapbooking (Tina Leader) to use digital images, copies, or graphical representations of this album project, which includes your photographs on the page layouts, for the purpose of advertisement, internet website, publicity or promotion of Leaders in Scrapbooking. Your photographs WILL NOT be used, sold, or lent for any other purpose than the above mentioned advertising and promotion. The photographs must and will only be shown as a part of a scrapbook layout design. I understand that I forfeit any and all legal recourse and forfeit any and all financial remuneration (income, payment, or royalties). The images/layouts may be used multiple times, and I only need to initial and sign this single release and authorization of use.

Signature:_____

Date:_____

b)_____I do not authorize Leaders in Scrapbooking (Tina Leader) to use copies of any portion of this album project for public use.

As a client of Leaders in Scrapbooking (Tina Leader), I understand and agree to the terms, conditions, and fees of this Agreement. Any modifications of this Agreement will be specified in a written Addendum to this Agreement. I also realize that modifications may result in additional cost, which would be specified in the Agreement Addendum.

Leaders in Scrapbooking (Tina Leader) will mail to you via USPS a copy of this accepted and signed Agreement along with a receipt of your paid deposit. By my signature, I indicate my acceptance, understanding, and willingness to abide by the provisions contained herein.

Client's Printed Name

Client's Signature

Date

Tina Leader, Scrapbook Designer
Leaders in Scrapbooking