



The following will outline the services to be rendered by Steve Mills Design and their associated fees, payment and client responsibilities. This document will help in understanding the design process for this project.

Design Consultation

We will discuss the following:

- Your business description
- Aspects of your business you find important
- Unique features with your business
- Font styles
- Colours
- Any visual imagery

**It is preferred to have this meeting face to face. If this is not possible, a form can be sent for the client to fill out and return, covering the above topics.*

Project Approval

Client will receive documents for review and signing:

- Client Brief (this document) **must be reviewed by client*
- Client Agreement **must be reviewed and signed by client*

Logo Design.....\$500.00

- 3 Mock-ups for client review
- 3 revisions for chosen mock-up
- Final design in colour, grayscale and black & white
- 3 file formats (EPS, PDF, PNG)
- Editable business card layout design (in PDF)
- Letterhead for use in Word
- Style Sheet

**The above fee is based upon the items listed. Anything above and beyond will be subject to charges at the normal rate of \$65.00 per hour. Steve Mills Design will await for approvals and revisions from the client before proceeding to the next stage. Final deliverables will include the 4 file formats for the colour logo (native, print, and web versions) and 2 each for the grayscale and black & white (native and print versions).*

Payment

Steve Mills Design requires a payment of 30% or \$150.00 in advance and the final payment of \$350.00* upon delivery of final designs to the client.

**Any fees required above and beyond the listed items will appear on the final invoice as separate charges.*