

## Design Team Contract

taken from *The AIGA Standard Terms and Conditions for Designer/Client Relationships*  
([www.aiga.org/resources/content/2/5/0/6/documents/standard\\_terms\\_conditions.pdf](http://www.aiga.org/resources/content/2/5/0/6/documents/standard_terms_conditions.pdf))

The contract should be drawn up and submitted after the first client meeting. This will insure that both your team and the client understand the parameters of the design work, the class schedule and what they are entitled to at the end of the quarter.

*Contract must be approved by the instructor before it is given to the client.*

### Team Name and Address

- Name of Team, including individual members
- Team contact information

### Client's Name and Address

- Name of Client Representative
- Date
- Designer's Name and Address

### Name of Project/ Project Description and Specifications, such as:

- Project goals
- Number of components
- Size
- Page count
- Colors
- Artwork requirements (including commissioned or stock, photography, hand lettering, etc.)

### Client Responsibilities

A list or description of the materials/services client will be providing (such as copy on disk, proofreading, images, etc.)

This could include client budget for stock, printing or other expenses. Design Team is unpaid, so no fees should be discussed in the contract.

## **Project Stages, Responsibilities, and Presentations**

- Project stages (schedule within the 12-week quarter)
- Number of comps included in each design phase.
- Type of presentations included (rough thumbnails, black and white layouts, color comps, etc.)
- Number and complexity of revisions included (such as quantity of pass pages, quantity and complexity of design revisions, type changes, etc.)
- Electronic versus camera-ready mechanicals, low- or high-resolution scans, etc.
- Production responsibilities (obtaining printing estimates, review of press proofs, on-press supervision, etc.)

## **Project Schedule**

The schedule should include delivery dates for each project stage as well as client approval dates for each stage. If a complete schedule cannot be determined when the estimate/proposal is written, then include any known scheduling information. For example, “The following estimate is based on a nonrush schedule of four weeks. A written schedule will be issued for the client’s approval before the project is begun.”

## **Client Approval**

The Client will approve and proofread all final designs and type before the production of mechanicals. The Client’s approval of all tangible materials and artwork will be assumed after the work has been submitted to the client for review, unless the client indicates otherwise in writing.

## **Electronic Files**

If the Client has requirements for how the project is to be prepared electronically, the Client must communicate this to the Designer before the project begins. Electronic files and software documents related to the Client’s project are the property of the Designer and must not be copied, altered, or modified without the written permission of the Designer.

## **Samples**

The Client will provide the Designer with samples of each printed or manufactured design. These samples will represent the highest quality of work produced.