

PRESENTED TO

Union District  
Design & Supply



# LETTER OF AGREEMENT

A. TOWNE DESIGN

PREPARED BY

Abby Towne

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## OVERVIEW

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This simple agreement was designed to ensure that we're both protected from any unexpected circumstances. The letter also serves as the basic groundwork for how the project will progress and what is to be expected. We're looking forward to working with you!

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## DESIGN

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This agreement allows for five initial concepts, developed into one main logo design with the opportunity for you to make up to three rounds of revisions. Please note that legal/business advice is not provided.

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## CHANGES & REVISIONS

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This contract is fixed-priced, however, sometimes things change throughout the scope of a project. I don't want to limit your ability to change your mind. If you want to change your mind or add new elements at a later date, that is no problem. Any additional fees will be confirmed in writing prior to doing the work.

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## COPYRIGHTS

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The original creator owns the copyright, however, once final payment has been cleared, the logo design copyright will transfer to you. A Transfer of Copyright form will be sent to you when the project is completed, and not likely to be subject to any last minute changes.

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## PAYMENT

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- 50% of the total project fee is due upon beginning the project: \$500.00
- The remaining 50% will be due before receipt of the final production-ready files : \$500.00
- Payment can be made via Venmo (payable to username: abigail-towne)

*Digital files will be released after payment. Work may be showcased on my website, featured in magazines or books or submitted for awards. Thank you!*