

RESPONSIBILITIES

This is not an invoice; payment of any invoice is agreement to terms.

1. Approvals

1.1. Summary

You must approve official contacts within your company structure. These contacts are approved by you to make work related requests which will result in labor and billing. If you approve multiple contacts for work orders or billing you will be billed according to their requests. To prevent this you must specifically request that only certain emails, phone numbers or contacts be approved.

If you use multiple emails they must be put on your list. If you do not provide one all requests relating to your project will be assumed to be official communications from you, even if specified as 'regarding' or clearly from another party associated with your business.

1.2. Assumptions and Provisions

Failure to provide any materials, contact information, or provision of files in a format not specified and approved can cause your project management costs to increase as well as cause missed deadlines.

During various phases of your project, and depending on scope you may be asked for the following;

- Administrator access to accounts. This can include: FTP, C-Panel, SSH, your domain registrar for DNS, and other types of access.
- Payment of third party costs in your name such as hosting, domains, or software licenses. In many cases your project will require items or services be paid in your name.
- You agree to provide logos, images, hex/pantone colors, or a brand manual. Logos should be in an editable state such as vector (avoid low rez raster), this means layered PSD files, AI, or EPS @300 DPI.
- You agree to provide image assets as high quality TIFF files, JPEGs, GIFs, and/or PNGs.
- You agree to provide all text copy as UTF-8 plain text.
- You agree to reimburse all 3rd party costs, travel, any material, software, or otherwise which has been stated up front to be a cost of development.
- Prompt approvals for dependency items which prevent the project from moving forward.
- You agree and accept that any other formats or deviations from this list may incur a processing fee or labor for cleaning, altering, or reformatting the provided asset as part of Project Management costs.

1.3. Official Contact Details

Please fill out the form below.

Approved emails (billing/labor)	Approved Communication (billing/labor)
Other CC emails (no labor/billing)	Other Communication (no labor/billing)
Client Name/Signature	

Signature Authorization indicates that all parties named on this document fully understand and accept terms.