

PROJECT TAB AND RETAINER

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

1.1. Summary

A TAB is a total held on your project for front loaded labor that may be paid off over an extended period of time. For all respective purposes a TAB is a CREDIT LINE with NO finance fee.

1.1. Provisions and Service Description

The purpose of a tab based payment is to empower the client to make work requests based on budget limitations without a new contract. Any requests made by phone, email, or text outside the scope of a contract will supersede any items within the contract (and in some cases may void it).

No contract is needed to start a new TAB, once monthly payments are set up you become a CLIENT and can place requests for labor. Depending on the labor requested there may be additional 3rd party fees including but not limited to: hosting, software licenses, advertising or print costs. These costs will be disclosed to you by the DEVELOPER.

Tabs are documented by spreadsheet and delivered electronically. Approvals are done via your PM system (such as Asana.com or AtTask.com) or can be requested verbally, by text or email. Labor includes, but is not limited to: Consulting, Multimedia production, Photography/Video (and Per Diem rates), Editing, Full Stack Coding (PHP, CSS, HTML, JS, MySQL), asset management/media buys (purchase of stock photos, advertising).

1.2. Assumptions and Provisions

- A partial payment on a tab is due each 30 days, or, can be paid in full at the client's request.
- The payment must be automated via Paypal using the "subscription" button.
- Cancellation of the automatic payments is an indication to the DEVELOPER to halt work immediately. The developer will report delinquency to appropriate financial agencies as uncollected funds which may affect your financial standing, credit, or result in legal action after 90 days of non payment.
- As a CLIENT you have the option to request an increase in the TAB limit, the DEVELOPER has the right to accept, or, request an increase in monthly payments to accommodate the request.
- The MAX TURN TIME is the maximum amount of time the developer has to respond to or complete requests, this is not the actual time to completion, many tasks will be handled immediately during a live session.
- Confidentiality is based on the CLIENT and their ability to protect information, only the parties named below will have access to billing information unless by some action of the CLIENT additional parties are given access to the TASK LIST, SPREADSHEET or LIVE SESSION MEETINGS.

This is a limited labor contract for a freelance employee on retainer.

Tab agreement:	FEE (OR PREVIOUS TAB):	
	TAB LIMIT:	
	HOURLY RATE:	
	MONTHLY PAYMENT:	
	MAXIMUM HOURS PER MONTH	
	MAX TURN TIME	
DEVELOPER	CHRISTIAN W. ZAGARSKAS 412.725.7354 christian.zagarskas@gmail.com	_____ signature
CLIENT Name/Signature		_____ signature

Signature authorization, payment of tab and signing up for the retainer indicate the client fully understands and accepts these terms.