

CONTACT NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PRIVATE EMAIL: \_\_\_\_\_  
 DOMAIN: \_\_\_\_\_

COMPANY: \_\_\_\_\_  
 CITY, St, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CLIENT#: \_\_\_\_\_ PROJECT #: \_\_\_\_\_  
 BUS. EMAIL: \_\_\_\_\_

Adhered to in the following renewal /agreement made on **0.0.12** between S. Martina B. Yelverton dba Family First!, and the above listed client (here & after referred to as "The Client") are the subsequent varied stipulations. Usage, ownership of rights, and designed artwork are stipulated as the product and possession of S. Martina B. Yelverton dba Family First! **until finalized & otherwise authorized to The Client**. Signatures to the following information, fees and conditions are obligatory and binding. Receipt of signed renewal /agreement or deposit/payment of any listed fees with or without signature to the renewal /agreement renders conditions obligatory and binding, and renders refunds void, until a signed renewal /agreement is received. The listed parties agree to:

**CREATIVE DESIGN PROJECT SPECS:**  Newsletter  \$4 RF Text  \$9 RF Images  \$15 RF Layout  \$35 pdh (per design hour)

- S. Martina B. Yelverton dba Family First! will **exclusively design** according to the selection above and/or below for the aforementioned, client to be invoiced via PayPal® &/or remittance via PayPal® or deposit/payments to Family First!.
- Clients are not required to remit payment via PayPal®** (Checks accepted payable to Family First!, Post Office Box 601, Knightdale, NC 27545)
- NSF/Returned checks incur a \$25 fee, immediate project interruption; Balance plus fees remitted via MO, deposit, or PayPal® prior to project reinitiating.
- S. Martina B. Yelverton dba Family First! is not responsible for applicable printing, cutting, or shipping provided by an outsourced vendor; nor will be held liable regarding their stated printing, cutting, and/or shipping return time. It is understood and agreed that the most quality product & quickest return time will be utilized. All efforts will be made to deliver materials in advance of an appropriate turnaround/event time
- Revision Fee (RF): **"The Client" will be invoiced a revision fee commiserate with any adjustments based on either text, images or layout changes to an approved design**; Standard rate @ \$15 per design hour on revisions after final approval recv'd.

**GENERAL PAYMENTS: RATES, FEE SCHEDULE, & TERMINATION TERMS**

- A \$85 good-faith non-refundable creative design/web services deposit is generally **required**; all deposits or payments are invoiced via PayPal® &/or remittance via PayPal® or deposit/payments to Family First!.
- Late Payment (LP) beyond the 5th of the month** will increase payment by \$10; **beyond the 15th of the month** will cause project interruption, if interrupted Client will incur a project reset fee (RS) fee of \$25; **Project Balance & RS fees paid prior to reset**
- 15day **written** Creative Design cancellation **at fault of Family First!** will refund 100% design fee minus non-refundable deposit
- 15day **written** Creative Design cancellation **at fault of "The Client"** will be refunded non-printed, unused s/h, or non-designed monies/artwork fees
- Non-payment 30 days after invoicing** will increase payment by \$15; 60 days increase payment by \$25 plus project termination plus an outstanding balance fee of \$25; Balance +\$50 fees remitted via MO, deposit, or PayPal® prior to project reinitiating. (limited/discontinued future services)

MEDIA	RATE	DEPOSIT	SPECS	PAYPAL®	TOTAL	BALANCE
<input checked="" type="checkbox"/> Newsletter Template Design	\$175	\$50	8.5x11 2-4up Newsletter Template Design for _____ -		\$50 + \$125	due
<input checked="" type="checkbox"/> Monthly Updates	\$35pdh	-	Newsletter revisions based on emailed requests		\$35 per month billed quarterly	

**RIGHTS, USAGE & CREDIT TERMS**

- All rights of S. Martina B. Yelverton dba Family First! are reserved as a registered business with the State of North Carolina & the IRS, implied copyright laws apply. All created brand/web presence related items are assumed as the intended use for information and as a support. Any such solicitation for illegal profit is a violation of this agreement, subsequent agreements, and indemnifies Family First! and S. Martina B. Yelverton from all legalities.
- It is understood that it is the intent of S. Martina B. Yelverton dba Family First! to place upon materials in an inconspicuous manner, small notations granting due knowledge of the designer. It is also understood that it is the intent of S. Martina B. Yelverton dba Family First! to utilize the materials for educational purposes, publication to the business website, marketing materials, portfolio/artistry'folio, and to generate additional business

**LIABILITY**

- All liability is limited to the aforementioned monetary amounts. Should this agreement be presented for legality for any reason without the signatures of all parties or is suspiciously modified, this agreement will be rendered null and void. Any cancellation by the client after initial deposit and "signature approval" fees have been paid is considered deviation, and any deviation without consent and signatures from all parties, voids this renewal /agreement; fees will not be refunded. If final processes have begun, all monies paid will be retained to settle any outstanding services.

**DISCLAIMER & AGREEMENT SIGNATURES**

- Items created are not a guarantee from Family First! for business, ministry or membership traffic for the client.
- In accepting this agreement affix signatures below in understanding that at that time you have retained the **exclusive Creative Design/Branding or Web Services** of S. Martina B. Yelverton dba Family First!. Should this agreement be presented for legality for any reason without the signatures of all parties or is suspiciously modified, this agreement will be rendered null and void. All monies paid will be to settle any outstanding services. These terms complete this agreement as of **0.1.12** & will not be altered thru **12.31.12**, binds, protects, and benefits all parties.

\_\_\_\_\_  
 SIGNATURE DATE

\_\_\_\_\_  
 SIGNATURE DATE  
 S. Martina Britt Yelverton - EIN# 26-2301955  
 PO Box 601 - Knightdale, NC 27545

Print Client Name for Company: \_\_\_\_\_

Needed specs on most Newsletters ...



CREATIVE DESIGN PROJECT SPECS:  Individual Newsletter  Multiple Newsletter Package  Newsletter + Web / Posting

**Primary Newsletter Design**

• Title: \_\_\_\_\_

• Subtitle: \_\_\_\_\_

• Author: \_\_\_\_\_

• Co-Author: \_\_\_\_\_

• Photography Credit to: \_\_\_\_\_

• Illustrations:  yes  no

• Photography:  yes  no

• Final Size Check 1 (one)

8.5x11 (DS)  11x17 Folded

8.5x11 Folded  25.5x11 (TriFold)

8.5x11 / 2 (SS)  Custom

8.5x11 / 3-4 pgs  -

8.5x11 / 4  -

• **Main Color Preference**

• **Secondary Color Preference**

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• **Primary Image Theme:** \_\_\_\_\_

• **Secondary Image Theme:** \_\_\_\_\_

**Initial Event Details**

• Event: _____	• Event: _____	• Event: _____
• Contact: _____	• Contact: _____	• Contact: _____
• Ph/eMail: _____	• Ph/eMail: _____	• Ph/eMail: _____
• Date: _____	• Date: _____	• Date: _____
• Location: _____	• Location: _____	• Location: _____
• Time: _____	• Time: _____	• Time: _____

• Description: \_\_\_\_\_

**Web/Resource Information**

Domain Preference:  yes  no (Title) \_\_\_\_\_  .com  .net  .org  .info

Email Preference:  Info@  Contact@  Name@  or use current personal acct: \_\_\_\_\_ @ \_\_\_\_\_ .com

**NOTES/PRIORITY/OTHER:**

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