



This *SAMPLE* contract agreement is passed between:

- The **Provider** of the Artwork: **Rhoda Villegas, my details**
- And the **Client**: **Your name, address, contact details**
- For the following **Project**: **PROJECT TITLE**.
- Type of **Artwork** required by Client: **Inky? Light Sketch? etc.**
- Project Deadline: **oo/oo/oooo (negotiable?/strict?)**

ARTWORK COPYRIGHT Choose the copyright terms that suit you.

Partial Copyright: The Client retains all reproduction rights for the Artwork, but may not use the character design for purposes other than what it was designed for, or relaying the design to another artist. On publishing of the Artwork, it is required for the Client to give credit to the Provider on the Artwork itself. The Provider reserves the right to re-use the Artwork (including any of its preliminary designs or variations of) for other purposes (e.g. competitions, similar design for a separate client).

OR, Full Copyright: The Client retains Artwork and all copyright, including character design (they may use the character for their company branding etc.*). On publishing of the Artwork, it is *not* required for the Client to give credit to the Provider on the Artwork itself. The Provider reserves the right to use the finished Artwork for self-promotional purposes (e.g. portfolio, website).

**If the Artwork is intended for merchandise, this clause may differ.*

PAYMENT to the PROVIDER

Payment depends on the final number of hours the Provider has put into the finished Artwork and whether the Client retains copyright or not. The required deposit must be received by the Provider before work on the Artwork begins. During the Artwork's progress, the full payment may differ, depending on the number alterations made by the Client (extra charges should be approved by both parties beforehand). All payments must be made by via bank deposit, *Paypal* or posted by cheque.

Estimated time allowed for ___ # of Artwork(s):	An estimated _____ hours over a S/N* amount of _____ week(s).	
Character design:	£ _____	applies only if the Client requires it.
Full copyright:	£ _____	applies only if the Client requires full copyright.
Urgency fee:	£ _____	applies only if the Artwork is large-scale and required within a strict and tight deadline (e.g. 8 hr artwork within 2 days).
Estimated total payment for Artwork:	£ _____	(at a standard rate of £10 per hour)
Required deposit:	£ _____	is paid to the Provider prior to the Artwork.
Remainder:	£ _____	is to be paid to the Provider once the Client approves the final Artwork.

**strict/negotiable*

FINAL ARTWORK to the CLIENT

The Provider agrees to deliver the finished Artwork either before or on the date of the Project Deadline as set by the Client. Once the Artwork is complete, the Client will receive a preview (smaller) version by email. If the Client is satisfied, an invoice will be sent and the Client will then be in receipt to pay the remainder of the agreed payment. Once the full payment has been received, the Provider will give access to a download link for the Client to receive the full-sized Artwork.

TERMINATION of the PROJECT

If the Client decides to cancel or reject the Project, the Provider may retain any deposit received (depending on the Artwork's overall progress and/or integrity of the mock-up stage), the Artwork and copyright. Upon termination, the Artwork must not be used by the Client under any circumstances. The Client must then return and/or delete any of the Provider's Artwork, including any preliminary designs and/or mock-ups. Failure to follow these procedures may result in a fee and/or legal action. Prolonged, repeated failure of communication from the Client may also be classified as termination of the Project.

ACCEPTANCE of this AGREEMENT

The Client and the Provider have both read and understood the terms listed above, as stated by the signatures on the date(s) below.

PROVIDER: _____ Date: ___ / ___ / ___

CLIENT: _____ <Client Signature provided via EchoSign> _____ Date: ___ / ___ / ___

-The CLIENT will sign this document using the following attachment provided by *EchoSign*-
(*EchoSign is my chosen digital signature service - For info see www.echosign.com*)