



Emerald City Scrapbooking Service Agreement

Client: _____

Designer: _____

Product(s): _____

Deadline: _____

Description of product: Each scrapbook will be _____ inches and will consist of between _____ pages each. A page is defined as two _____ inch squares side by side (2-page spread when the book is lying flat).

Designer responsibility: The designer is responsible for ensuring timely completion of _____ high-quality scrapbooks. The designer will ensure that each page will be unique from the other pages and that the products used in the scrapbooks are acid-free.

Client responsibility: The client will provide photos and other memorabilia for inclusion in the scrapbooks. This can occur on a rolling basis up until [DATE]. If items are procured after this date, the designer will make every effort to include the items at the client's request but cannot guarantee their inclusion.

Timeline: Initial planning and conception of page layouts will begin once photos and items are delivered to the designer. The products will be delivered to the client no later than [DATE]. The designer will show completed pages to the client upon request.

Deposit: A deposit of \$XX was made by the client on [DATE]. The deposit will go toward the purchase of a book, adhesives (mounting squares, glue), and any specialty items requested by the client. Additional supplies such as stickers, dye cuts, ribbon, and other embellishments will be provided by the designer.

Rate: An [hourly/per page] rate of \$15 will be charged for time spent on the design and completion of the products. The designer estimates an average of _____ hour per page, for a total of _____ total hours. The designer will track hours spent using the attached spreadsheet.

Additional services: Upon request, the designer can provide gift wrapping and/or handmade cards to accompany the scrapbooks. A \$4 fee per card and per gift wrapping will apply.

[Client Name]
Client

Brienne Adderley
Designer

Permission to use photographs

I, _____, hereby grant Emerald City Scrapbooking the right to use photographs of me and my property in connection with the above-identified products. I authorize Emerald City Scrapbooking to use and publish photographs in print and/or electronic materials, including by not limited to their website, social media sites, and printed materials. I agree that Emerald City Scrapbooking may use such photographs of me for any lawful purpose, including publicity, illustration, advertising, and web content.

I acknowledge that since my participation is voluntary I will receive no financial compensation.

Signature _____

Printed name _____

Date _____