

SURFACE PATTERN DESIGNER'S INVOICE

[Designer's Letterhead]



Remove all language in italics before using this form.

CLIENT / COMPANY CONTACT NAME: _____ DATE: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Client / Company Contact Info: Work Phone: (_____) _____ Fax: (_____) _____ Cell: (_____) _____

E-mail Address: _____

DESIGNER: _____

Address: _____ City: _____ State: _____ Zip Code: _____

INVOICE NUMBER: _____

PURCHASE ORDER NUMBER: _____

Description OF SERVICES

ITEMIZED EXPENSES

Design / Collection #: _____ Price: _____

Cost: _____

Creative Services: _____

Cost: _____

Cost: _____

Design / Collection #: _____ Price: _____

Cost: _____

Creative Services: _____

Cost: _____

Cost: _____

Design / Collection #: _____ Price: _____

Cost: _____

Creative Services: _____

Cost: _____

Cost: _____

Subtotal: _____

Subtotal: _____

Taxes: _____

TOTAL: _____

Payments on Account: _____

Balance Due: _____

TERMS

1. Receipt of Artwork

Client acknowledges receipt of the creative work specified above.

2. Time for Payment

Because the major portion of the above work represents labor, all invoices are payable 15 days net. A 1 1/2% monthly service charge is payable on unpaid balance after expiration of period for payment.

3. Default in Payment

The Client shall assume responsibility for all collection of legal fees necessitated by default in payment.

4. Adjustments to Invoice

Client agrees to request any adjustments of accounts, terms, or other invoice data within 10 days of receipt of the invoice.

5. Ownership

Upon Designer's receipt of all payments due, Designer hereby assigns to Client all rights, title, and interest, including copyright, in and to the finished creative

work and, if requested, Designer shall provide digital files comprising the creative work.

Once the creative work has entered the marketplace, Designer retains the right to display all work created by Designer for this project, including print and digital versions of preliminary designs and final creative work, in Designer's portfolio, provided that the Client is appropriately identified therewith. Designer retains all rights, including copyrights, in and to preliminary sketches and alternative designs not selected by Client.

6. Dispute Resolution

Any disputes in excess of \$ _____ [maximum limit for small-claims court] arising out of this Agreement shall be submitted to mediation in accordance with the rules of _____ [name of local lawyers for the arts mediation program]. The prevailing party in any dispute resolved by litigation shall be entitled to recover its attorney's fees and costs, provided that party initiated or participated in mediation as set forth herein.

7. ACCEPTANCE OF TERMS

The signature of both parties shall evidence acceptance of these terms.

Consented and agreed to:

Client / Company Contact Authorized Signature: _____ Date: _____

Agent / Representative Name: _____ Title: _____ Date: _____

Designer's Signature : _____ Date: _____