



## New Design Project

### Project Request & Work Agreement

#### Client Information

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Preferred Method of Communication:

☐ Email    ☐ Phone    ☐ Zoom

#### Project Overview

Type of Project:

☐ Branding / Logo Design    ☐ Website Design    ☐ Website Redesign  
☐ Packaging    ☐ Book Cover    ☐ Marketing Materials    ☐ Graphics / Collateral  
☐ Other: \_\_\_\_\_

Please describe your project goals and what you would like to achieve:

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Do you have existing branding or materials?

☐ Yes    ☐ No

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If yes, please describe or provide links:

## Timeline

Desired Start Date: \_\_\_\_\_

Ideal Completion Date: \_\_\_\_\_

Is this a rush project?

☐ Yes (Rush fees may apply)      ☐ No

## Budget Range

- ☐ Under \$500
- ☐ \$500 – \$1,000
- ☐ \$1,000 – \$3,000
- ☐ \$3,000+
- ☐ Not Sure

## Client Responsibilities

The client agrees to:

- Provide all required content, images, branding materials, and login credentials in a timely manner
- Review work and provide feedback promptly
- Maintain communication throughout the project
- Ensure accuracy of all submitted content

Delays in communication or materials may affect project timelines.

## Payment Terms

- A 50% non-refundable deposit is required before work begins
- The remaining balance is due prior to final delivery or launch

- Projects are scheduled once the deposit is received
- Additional work outside the approved scope will require a separate estimate or hourly billing

Accepted payment methods will be provided with the invoice.

## **Scope of Work**

This agreement covers only the services outlined in the approved proposal.

Any additional requests beyond the agreed scope may require a revised quote or hourly billing.

## **Technical Support & Additional Services**

Completion of a project does not include ongoing technical support unless otherwise specified.

Services such as troubleshooting, updates, consulting, training, or third-party platform assistance are billed separately.

Time spent investigating issues is billable regardless of cause or outcome.

## **Communication & Meetings**

Reasonable communication related to the project is included.

Extended meetings, consultations, or training sessions outside the project scope may be billed at the hourly rate.

## **Cancellation & Refund Policy**

Deposits are non-refundable once work has begun.

If a project is paused or canceled by the client, payment is required for all

work completed up to that point.

## Agreement

By signing below, the client acknowledges that they have read, understood, and agreed to the terms outlined in this document.

Work begins once the signed agreement and required deposit are received.

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Azure Waves Branding Representative:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_