



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:

Do you have existing branding or materials?

Yes No

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: _____