

GRAPHIC DESIGNER CONTRACT TEMPLATE

This Graphic Design Services Agreement (the "Agreement") is entered into on **[DATE]** by and between:

Designer:

[Designer Name]

[Business Name]

[Address]

[Email]

[Phone]

and

Client:

[Client Name]

[Company Name]

[Address]

[Email]

[Phone]

Project Name: **[Project Name]**

[e.g., "Company X Brand Refresh 2024" or "Coffee Shop Logo Design Project"]

1. SCOPE OF WORK AND DELIVERABLES

[This section is crucial for preventing scope creep. Be as specific as possible about what you will create.]

1.1 Project Description

The Designer agrees to provide the following graphic design services and deliverables for the Client:

[List specific deliverables, for example:]



examples:

- 3 initial logo concepts in PDF format
- 1 final logo design with unlimited color variations
- Final files in AI, EPS, PNG, and JPEG formats

1.2 Project Timeline

[Break down the project into clear phases with specific dates]

- Project Start Date: [Date]
- Project End Date: [Date]
- Key Milestones:
 - Initial Concepts Due: [Date]
 - Client Feedback Due: [Date] - typically 3-5 business days after concepts]
 - Revisions Due: [Date]
 - Final Delivery: [Date]

2. PAYMENT TERMS

[Clear payment terms help ensure you get paid on time and avoid disputes]

2.1 Project Fee

Total Project Fee: \$[Amount]

2.2 Payment Schedule

[Standard practice is 50/50 split, but adjust based on project size and duration]

- 50% deposit (\$[Amount]) due upon contract signing
- 50% final payment (\$[Amount]) due upon project completion

2.3 Payment Methods

[List all accepted payment methods.]

e.g.

- Bank transfer
- PayPal
- Credit card
- Other digital payment services

2.4 Late Payments

[Include specific consequences for late payments]



Payments received after the due date will incur a late fee of **[X]**% per month on the outstanding balance.

3. REVISIONS AND APPROVALS

[Clear revision policies prevent endless rounds of changes.]

3.1 Revision Policy

[Specify exactly what constitutes a revision round and what doesn't.]

e.g.

- Three (3) rounds of revisions are included in the project fee
- Additional revision rounds will be billed at \$150 per round
- Each revision round must be requested within **[X]** business days of delivery
- A revision round consists of **[describe what constitutes one round]**

3.2 Client Responsibilities

[Clear client responsibilities help maintain project momentum.]

e.g.

- Provide clear feedback within **[X]** business days of receiving deliverables
- Supply necessary content and materials by agreed deadlines
- Designate a primary point of contact for project communications

4. INTELLECTUAL PROPERTY RIGHTS

[Clear IP terms protect both parties' interests]

4.1 Transfer of Rights

[Specify exactly when and how rights transfer]

For example: *Upon receipt of the final payment, the Client will own exclusive rights to the final deliverables.*

4.2 Designer's Rights

[Protect your right to showcase your work]

e.g.

The Designer retains the right to:

- Include the work in their portfolio
- Use the work for promotional purposes
- Retain preliminary concepts not selected by the Client



4.3 Limitations

[Protect the integrity of your work]

For example: The Client may not modify or alter the final deliverables without written permission from the Designer.

5. CONFIDENTIALITY

[Protect sensitive information shared during the project]

5.1 Confidential Information

[Define what constitutes confidential information]

e.g.

The Designer agrees to:

- *Keep all Client information strictly confidential*
- *Not disclose any proprietary information to third parties*
- *Use confidential information solely for project purposes*

5.2 Duration

[Specify how long confidentiality must be maintained]

e.g. This confidentiality obligation remains in effect for [X] years after project completion.

6. TERMINATION

[Clear termination terms protect both parties if the project needs to end early]

6.1 Termination Process

For example: Either party may terminate this Agreement with [X] days' written notice.

6.2 Termination Fees

e.g.

- *If terminated by Client: 50% deposit is non-refundable after initial concepts.*
- *The remaining work completed will be billed at \$100 per hour.*
- *If terminated by the Designer: Prorated refund of the unused portion of the deposit.*



7. LEGAL CONSIDERATIONS

[Include basic legal protections while keeping language accessible]

7.1 Dispute Resolution

For example:

- *Any disputes will be resolved through:*
 - *Direct negotiation*
 - *Mediation (if negotiation fails)*
 - *Binding arbitration (if mediation fails)*

7.2 Governing Law

This Agreement is governed by the laws of **[State/Province]**.

7.3 Limitation of Liability

The Designer's liability shall be limited to the amount paid for services under this Agreement.

8. SIGNATURES

By signing below, both parties agree to the terms and conditions outlined in this Agreement.

Designer:

[Name]

[Date]: _____

Client:

[Name]

[Date]: _____



The banner has a dark blue background. On the left, the ManyRequests logo is followed by the text 'manyrequests'. Below this, the headline 'Try ManyRequests With Your Team for Free' is displayed in large white font. Underneath the headline is a white button with the text 'START A FREE TRIAL' and a blue circular arrow icon. On the right side of the banner is a screenshot of the ManyRequests dashboard. The dashboard header shows 'Your Agency' with three status cards: 'CLIENTS 228', 'REQUESTS 89', and 'REVIEWS 5.0'. Below these cards is a line graph with a light blue area fill. The graph's x-axis represents time from 07 Jul to 29 Jul, and the y-axis represents a numerical value from 0 to 2.0. The data line starts at 0, jumps to 1.0 on 10 Jul, stays at 1.0 until 27 Jul, and then jumps to 2.0.

More Useful Resources:

- ♦ [Free Audit Template \[Slides / PPT\]](#)
- ♦ [How to Effectively Track Billable Hours in 2024](#)
- ♦ [Free Freelance 3D Artist Contract Template \[Docs / DOCX\]](#)