

STEP 1: COPY THIS DOC

**STEP 2: Insert artist and news organization's name where highlighted. Adjust dates and prices.
Credit to Fort Worth Report for sharing their scope of work agreement**

NEWS ORG NAME/LOGO

**Local Artist Merchandise Collaboration
Scope of Work**

Artist:

Deliverable: Original artwork for **NEWS ORG** branded t-shirt

Timeline:

First draft submitted by **ARTIST** to **NEWS ORG**, Dec. 12

Round 1 revisions submitted by **NEWS ORG**, Dec 14

Second draft submitted by **ARTIST** to **NEWS ORG**, Dec. 19

Round 2 revisions submitted by **NEWS ORG**, Dec. 21

Third/Final draft submitted by **ARTIST** to **NEWS ORG**, Jan. 3

Final edits approved by **NEWS ORG** Jan. 6

Payment:

Retainer of \$70 due Dec. 6

Final payment of \$280 paid upon approval of final design

Rights and reproduction:

NEWS ORG reserves the right to make adjustments and alterations to the design. The artist grants to the **NEWS ORG** the exclusive right to the design, including any modifications thereof, to be used on promotional/marketing and other **NEWS ORG** materials. The artist shall indemnify, defend and hold harmless the **NEWS ORG** from and against any and all suits, actions, claims, damages, liabilities, judgments, losses and expenses (including reasonable attorneys' fees) arising out of any violation of third party rights (including, without limitation, intellectual property infringement, misappropriation, dilution or violation) in connection with the **NEWS ORG's** use, distribution, publishing, sale or exploitation of the design.

ARTIST, artist Date

NEWS ORG REPRESENTATIVE, **NEWS ORG**, Date