Graphic Design Services Agreement

This Agreement is entered into as of [DATE], by and between:

Service Provider:

Robert Calvin Mitchell 54-1454 Pendrell ST, Vancouver, BC, V6G1S5 236-339-1498 robert.calvin.dev@gmail.com robertcalvinmarketing.ca

Client:

[CLIENT NAME / BUSINESS] [CLIENT ADDRESS] [CLIENT EMAIL / PHONE]

1. Scope of Services

branded visuals for lead magnets)

Service Provider agrees to provide one or more design deliverables as outlined in the Client's request, based on the following categories:

3 3
✓ Select Deliverables:
□ Logo Design Includes 2–3 concepts, final logo with variations (light/dark, icon-only, lockup), brand color palette, font pairing, and final file suite (.SVG, .PNG, .PDF, .JPG, .ICO)
☐ Flyers / Posters One-page promotional asset for print or digital; delivered in multiple formats (CMYK/RGB, bleed included), with clear hierarchy and CTA design
 □ Online Ads 3–5 promotional banners for social or email platforms; optionally includes animated version
☐ Labels Custom product label (1–2 formats) with print-safe files, regulatory space (UPC/nutrition/etc.), high-res mockups for marketing
☐ Custom Graphics

Custom projects (e.g., infographics, pitch decks, YouTube thumbnails, quote templates,

2. Timeline

Estimated turnaround:

• Logo: 5-10 business days

• Flyers, Ads, Labels: 3–7 business days

• Custom Graphics: Determined case-by-case

Final delivery may depend on timely approvals, content handoff, or compliance data (for labels).

3. Payment Terms

• Total Fee: [INSERT CAD AMOUNT]

• **Due:** 50% upfront / 50% before final files are delivered

Accepted Methods: eTransfer / PayPal / Bank Transfer

Revisions beyond the agreed scope may be subject to additional fees.

4. Confidentiality & NDA

All brand strategy, marketing context, product information, and design concepts shared by either party will remain confidential under this binding non-disclosure clause, extending beyond the project.

5. Ownership & Licensing

Upon full payment:

• Client receives full commercial rights to use the final approved deliverables

- Service Provider retains the right to display the work in their portfolio unless denied in writing
- Fonts or third-party assets used are properly licensed and passed to the Client as necessary

Limitations: Raw design files (e.g., layered PSD, AI) are not included unless specified.

6. Limitation of Liability

The Service Provider is not responsible for:

- Printer errors or color shifts after file handoff
- Misuse of regulatory label elements (Client must ensure compliance accuracy)
- Platform algorithmic changes affecting digital ad visuals

Maximum liability is limited to the project fee paid.

7. Portfolio Rights

Unless restricted in writing, the Service Provider may showcase the final deliverables in public portfolios or on social media for marketing purposes.

8. Entire Agreement

This Agreement contains the full understanding between both parties. Any changes must be made in writing and signed by both.

Signatures	
Client Signature: Date:	
Service Provider Signature:	
Robert Calvin Mitchell	
Date:	