



LOGO D-SIGN PACKAGE

STANDARD LOGO DESIGN ORDER FORM

Service(s) Requested: 3-Phase Logo Package Price \$995*; Deposit = \$500

Terms of Agreement

1. ingram**design**group will begin the design development process upon receipt of this Agreement, and a deposit as specified above. The three (3) Phase I selections, will be presented to you via E-mail within 7 working days.
2. Within 5 working days of receiving Phase One solutions, the Client will provide feedback and authorize ingram**design**group whether to proceed to Phase II. ingram**design**group will utilize this feedback to produce a series of revisions and/or refinements. Once the logo has been approved, the project will proceed to Phase III for the creation of color options and letterhead package layouts.
3. ingram**design**group will provide the necessary finishing touches and e-mail the Final Proof for your approval within 5 working days. Upon your approval, and receipt of the balance due, a Logo Sheet rendered in two sizes and stationary layout (optional) will be delivered to you via e-mail

OUR GUARANTEE. Following Phase I, the Client is asked to select at least one design direction or provide constructive feedback within 5 working days of receiving their selections. ingram**design**group upon our discretion, may take one more opportunity to generate additional design alternatives. If, after this second opportunity, the Client is still not satisfied, the Client may request a refund of one half their deposit. A Client who authorizes proceeding with work into Phase 2 or who does not provide constructive feedback within 5 working days is subject to forfeiting their initial deposit.

REGARDING TRADEMARKS and SERVICE MARKS. ingram**design**group expects the Client to perform due diligence regarding such matters as filing a DBA (if necessary) with the proper authorities, researching their company name to be sure the name is not already in use and securing a trademark or service mark to protect the Client's legal rights to any name or image.

ingram**design**group is prepared to give guidance as to the proper authorities to contact, but ingram**design**group is not and will not be held responsible for any legal action that may result from improper due diligence on the availability of a company name or image.

ADDITIONAL WORK: Should Client require additional CD-ROMS or artwork beyond the scope of the standard logo package (either concurrently with identity project or at a later date), the Client will be billed at a rate of a \$20 minimum if work requires less than one hour or a \$60 per hour production rate for design or layout of items not included in the standard package. Payment to be made up front with Client's request for additional art.

Ownership of the camera-ready art transfers to the Client upon full payment of all fees. ingram**design**group retains all rights to comprehensives or other preliminary materials, and is granted the right to use these logos in advertising or other promotional materials by the permission of the Client. If these terms and rates meet with your approval and we may begin work, please authorize below.

Company _____

Contact _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ E-mail _____

Signature _____ Date _____

E-mail this completed agreement to roy@ingramdesigngroup.com or
Mail to: Ingram Design Group, 9807 Doubletree Terrace, Springdale, MD 20774
Make checks payable to: Ingram Design Group