



## Proposal: 0000003

12/7/2015

## Client

AJ Van Dugteren

aj@tmclife.net

<http://www.ogdentow.com/>

Password: F7cgurtr

Name: Brandyss Adams

Phone: (630) 315-0400

Email: [info@ND-Artistry.com](mailto:info@ND-Artistry.com)

Website: <http://www.ND-artistry.com>

Address: 790 Royal St. George Dr. Suite 141 #129 Naperville, IL 60563

## Payment Structure

<i>Content Writing</i>	\$
0.06/word	
8 pages	
4000 words	
Deposit on Start	\$48
Final Payment Required on Project Completion	\$192

### PROJECT SCOPE

To work with client to create the written works, based on the information provided within the initial brief. Before the project begins, an initial assessment of the requested works will be submitted to the client. This can be in the form of applicable keywords, an outline, and/or any other SEO marketing tool assessments. This will ensure proper project scope.

### ON COMPLETION - YOU WILL RECEIVE

Only on receipt of the final invoice – you will receive final digital files which will include both PDF and Word file types.

Digital files can be downloaded securely on the website using a generated password that is included on this proposal form. The website address will always be the main domain, then a backslash, then your password: [http://www.ND-artistry.com/\(your password\)](http://www.ND-artistry.com/(your password))

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*Is there anything missing on this proposal that was previously agreed? Let me know before signing and paying the deposit. It is critical we both know what is expected from each other prior to starting.*

Singing on the dotted line and subsequent payment forms your contractual acceptance of this proposal and the terms therein.



## Payment Details

### DEPOSIT AND FINAL PAYMENT

Due to the fragile and precarious nature of releasing and showing unique written works prior to being paid, full payment, up front, is the best payment option. If you are able to pay the full amount, please let me know.

*10% will be deducted from invoice if full payment is made as a one-time payment up front.*

If full payment is not able to be made, then a minimum of 50% is required as set out on this proposal. This is to protect writers' rights and to ensure your sincerity in the content/copywriting process. For repeat clients, I am able to be more flexible, with only requiring 20% up front.

The final 50% (or 80% if you are a repeat client) is due towards completion of the project. Only when the final payment has been received will any requested files be delivered and full rights to the written work be transferred.

Please see following Terms for more details.

### PAYMENT REQUIRED TO SECURE PROJECT

I can only secure this project into my schedule on receipt of the deposit. If there is any kind of delay, other projects may take priority. This is not to pressure you in any way, it's just so you know where you stand in terms of scheduling.

Once deposit is received, I will forward a receipt of the payment then be in touch with gathering further information in preparation for the start of the project.

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### PAYMENT METHODS

Preferred methods include credit card payments via the secure payment application, vCita Inc., offline payments via bank transfer and PayPal. If PayPal or vCita are being used, you will be charged the 2.9% plus \$0.30 USD of the amount that these services charge to accept payments.

These payments can be taken from the company's website at <http://www.ND-artistry.com/order>.

### BANK DETAILS

#### Wells Fargo

Account Number: 7800617057

Routing Number for deposits: 061000227

Routing Number for wire transfers (US): 121000248

SWIFT Code (International): WFBIUS6S

PayPal: [payments@ND-Artistry.com](mailto:payments@ND-Artistry.com)

### PROBLEMS WITH PAYING?

As this is a significant investment for you, please let me know if you have any concerns or problems paying the full amount at this time. I am open to finding an amicable payment solution if there are any difficulties.



## Property

### **OWNERSHIP and RIGHTS**

All preparation materials, outlines, ideas, including the electronic files used to create the project remain the property of ND Artistry. The final digital files will become the property of **the client mentioned in this proposal** ONLY upon final payment of the project.

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It is IMPERATIVE that you understand that if final payment is NOT received as agreed and set out in the initial proposal, all designs and concepts will remain the property of ND Artistry until payment is received.

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If there are issues with the final payment, I then reserve the right to reuse or amend any of these ideas for other clients or to be used freely as concepts in my portfolio.

**Should the client attempt to use/modify/alter/replicate or steal any of my ideas without making agreed final payment, I will take immediate legal counsel.**

ND Artistry reserves the right to show any outlines, ideas, thoughts, and/or final works created for this project in a portfolio as examples of client work. This can be during the project and also on completion. If you have any specific 'secrecy/stealth mode' requirements, please mention this before agreeing to the proposal.

Final payment ensures that ONLY the agreed written works becomes the client's property. Any previous ideas/concepts remain the property of ND Artistry, unless any prior agreement has been made.

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## Cancellation

### **TRUST**

Because final products represent both writer and client, I sincerely request that you trust me to do the job you are paying me to do and that you will take on board my suggestions and ideas to be in your best interests. I, in turn, will always have your best interests at heart and trust that you will not micromanage the process, but instead, have a harmonious relationship with the writer.

### **CANCELLATION DURING PROJECT**

If you choose to cancel the project midway through the project, where ideas and proposals have been submitted, refund of previous payment (deposit) is not possible. However, depending on the work completed and overall budget, a portion of the funds 'may' be returned (up to but not exceeding 30% of the deposit).

If I fall ill or am unable to complete the project due to unforeseen circumstances, a portion of the overall budget will be returned. In most cases the complete amount will be refunded. If the work so far completed can be used for another designer to pick up, then a percentage will be refunded based on work completed or any other reasonable suggestion will be considered.

### **PROJECT SUSPENSION**

I reserve the right to suspend any project if a client: interferes with excessive micromanaging, demonstrates a continued lack of trust and inability to move forward after showing more than a reasonable number of unique ideas/concepts and/or shows reluctance in paying the final payment.

Fair notice will be given with fair chance to remedy the situation without resorting to project suspension or termination. Any suspension or termination will not result in any refunds.



## Ownership and ©

### OWNERSHIP and COPYRIGHT

Due to the lengthy and often costly procedures required to initiate any form of Copyright, I am unable to do this. I will however use a [plagiarism checker](#) report for your security and that of mines.

**If you require any works to be copy written, then you must seek proper legal advice.**

### WORD UNIQUENESS

Words float in a vast sea of opportunities, each collection of words unique as the next. Oftentimes, an idea or a writing style are found similar and it is almost impossible to check every written work source on the web to ensure its unparalleled uniqueness.

**I can promise you that I will always do my very best to create a unique and appropriate written work for you, based on your needs.**

### CONTENT

You take full responsibility for ensuring that the company/product/content is legally free to publish written works on the topic requested before work is started. Should any legal issue arise with the content after the project has been completed, no refunds are possible neither am I responsible for any problems thus arising.

**Please ensure the content you are using is free and legally safe to use before committing to a written project.**

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## ...and finally

### A FEW WORDS

If you are unhappy about the progress of the project, feel we are not finding an appropriate angle, or have any other concerns, then please discuss this with me IMMEDIATELY. I would encourage you to call rather than email as I am very personable. My ultimate goal is to make you happy by giving your business and brand the best possible written craftsmanship!

It is crucial that we are both completely clear about the objectives and aims before commencing. Now is the time to be open with your thoughts, doubts and/or concerns.

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### ADDITIONAL COMMENTS/REVISIONS

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### SIGNATURES

The following page is where you sign, seal and deliver.



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## Approval of Proposal

By signing you are accepting the terms and conditions contained in this proposal.

### SIGN AND RETURN

Once you have signed and filled in the details opposite, please print and return via regular mail. Alternatively, you can return via email.

If you plan on sending this back over email, below is the acceptable ways to do this:

With PDF formatted documents, you can use what is called a Digital Signature. Your signature can be embedded into this page, resaved and emailed back to me. This is as good as a hand written signature.

Otherwise you can scan or photograph your signature with a digital camera/phone, upload the signature to your computer, then copy and paste into the document.

### WHAT HAPPENS NEXT

Once you have signed and sent back this proposal, please arrange the first payment so that we can get started with the project. Until this payment is received, I cannot book your project in, and other jobs may take precedence in this time.

On receipt of the signed proposal, I will also forward onto you an invoice for your records and any receipts for payments thus received.

*Thank you for choosing ND Artistry for your marketing and artistic needs.  
We look forward to customizing your look!*

### SIGNATURE

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### FULL NAME

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### COMPANY NAME

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### DATE

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### PAYMENT METHOD

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### DATE 1st PAYMENT TO BE MADE

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