

Retainer Agreement

By signing this agreement, you ("Client") have retained The Grazing Elk ("Service Provider") to proceed with graphic & web design services for the initial period of 3 months from first payment (further work will be agreed on after our initial 3 months), and you agree to the terms and conditions as set forth in this Agreement.

During this period, Service Provider agrees to devote up to your prepaid amount of hours per month on assignments to be determined by Client. Unused hours will roll over to the next month, but only once for each month's hours – after that next month if unused they will be lost. Work will normally be performed at the offices of Service Provider, but occasionally may take place at other locations, as required. Work priority and scheduling will be at the discretion of Client. Work will normally occur between the hours of 9am to 5pm on weekdays.

Payment for these services will be to Service Provider at the rate of your chosen plan per month and will be handled by PayPal on an automatically recurring monthly basis from when you signed up for the initial 3 months. Once we reach the 3 months, if you want to continue, we will set up a new subscription for our agreed plan.

Design services in addition to hours per month will be made available by Service Provider at the rate of \$80 per hour and will be billed separately. Any expenses exclusive of normal overhead are not included in this agreement and will be billed separately. Examples of such expenses are: printing, stock imagery, software or website plugins.

Description of Design Services:

Our retainer agreement allows us to do lots of your everyday tasks including digital, print, social media, edits to your website, and other smaller-scale tasks. We will still quote separately for larger projects such as a new website design or complete redesign or logo creation.

Here are some examples of things we can do for you:

- Email newsletter design and monthly send-out (using your word content but we can create images)
- Images for your social media accounts for the month's updates
- Flyers, postcards, posters, business cards and other handy handouts
- Website changes and updates
- Consultation and help with grants or funding applications

All materials furnished by Client will remain the property of Client and will be returned upon request, or no more than 10 days from the termination of this agreement.

The results of any and all work performed by Service Provider for Client, including original creative work (with the exception of graphics or programs that may be licensed to you by their creators), will remain the property of the Client. Client may use this material in any way deemed appropriate.

This agreement may be terminated on 30 days' written notice by either Service Provider or Client. In case of termination, Service Provider shall make a reasonable attempt to finish work in progress.

The Grazing Elk
(Creative company)