

Graphic Production Work Agreement

Prior to sending your files, please take a moment to look through this document and the accompanying checklist to ensure that your artwork meets production requirements. This will ensure your files can be produced efficiently and at the least possible cost.

All quoted graphic prices are based upon receiving “ready to print” files unless other arrangements have been made. If you have any questions regarding the preparation and submission of your files, please call. We will be glad to advise you regarding preparation of your disk so as to ensure your job is not delayed or assessed additional charges resulting from incorrectly prepared files.

Each project is priced to include file set-up and one (1) 11” x 17” color proof per file.

Typical factors that result in additional charges include, but are not limited to, the following:

- Layout, artwork and text revisions
- Additional color calibration and/or color proofs
- Graphic manipulation including editing, corrections, placement and cropping
- Rescanning or redrawing of low resolution logos and/or artwork

Digital editing including color corrections and additional color proofs is billed at \$75/hr.

Fabrication shop time is billed at \$55/hr.

Standard production schedule typically is one week for color proof for approval, and one week for fabrication after receiving client approval. Jobs requiring less than standard turnaround time will incur 50% priority up-charge.

I have read and understand the information contained in the “Guidelines for Client Provided Files” document, and I hereby agree to all terms and conditions contained herein.

Please initial to confirm your understanding and acceptance of these terms.
