URBANIZED COLOR LLC

urbanizedcolor.com | urbanizedcolor@gmail.com | (773) 270-2632

01 / Client intake

Flyers & invitations

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Event / promotion name and purpose

Exact wording, date, time and location

Contact details and call to action

Size, orientation and digital file needs

Colors, photos, logos and design preferences

Basic, Premium or three-design bundle

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02 / Project scope & quote

Flyers & invitations

Flyers / social graphics: Basic $35, Premium $65; three Basic designs $95 (a $10 bundle discount). Digital invitations: Basic $40 / Premium $70. Requests beyond these packages receive a custom quote.

• List each unique design and its size; state Basic or Premium.

• Include a social-size version of the same flyer on request without extra charge; record the requested dimensions in the quote.

• Confirm web and/or print-ready digital formats; no physical printing.

• Confirm supplied copy and photos; additional concepts need a separate quote.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

Included revision rounds: confirm 3 for small graphics / 2 for larger projects

This scope becomes part of the signed agreement. No additional deliverable, rush work or cost is approved merely because it was requested.

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03 / Creative services agreement

Flyers & invitations

Agreement date and project reference

Parties: Urbanized Color LLC (Studio) and the Client named in this packet. The completed scope, fee schedule and selected rights are incorporated into this agreement.

QUOTE, SCOPE & TIMING

A request is not a booking or a final contract. Both parties confirm the written scope, deliverables, price and estimated dates before work begins. Timing starts after the signed agreement, deposit and required materials are received. Changes and third-party delays may move the agreed dates.

PAYMENT

A 50% deposit is due after the quote is agreed and before work starts. The remaining 50% is due before final files, website launch or handoff. The deposit is nonrefundable once work begins, except where applicable law requires otherwise. Any tax, approved rush fee and third-party costs must be stated in the quote.

REVISIONS & ADDITIONAL WORK

Small graphics include 3 rounds of minor revisions; websites and larger projects include 2. One round is one consolidated list of changes within the approved direction. Extra rounds cost $25 each, approved before proceeding. New concepts, added pages and expanded deliverables require a separate written quote and payment agreement.

MATERIALS & APPROVAL

The client supplies accurate wording, dates, names, photos and brand materials, and confirms permission to use them. Do not send passwords, card details or bank information through the form. One authorized contact consolidates feedback and approves the final proof. Review spelling, dates, links and layout carefully before approval.

DIGITAL-ONLY, ONE-TIME SERVICE

Commissioned work is delivered digitally; printing, laminating, binding, shipping, recurring support and account management are not included. Domain, hosting, platform subscriptions, paid assets, plugins and advertising budgets are separate. Social graphics and captions are delivered for the client to post.

Approval pauses and missing materials may extend dates. Discuss a revised schedule in writing; there is no automatic late-client penalty. The studio is responsible for correcting its own failure to match the agreed scope; new client changes remain separately quoted.

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04 / Rights, permissions & signatures

Flyers & invitations

FINAL RIGHTS & SOURCE FILES

Client retains ownership of supplied text, logos, manuscripts and photographs. Studio-created final work is released only after full payment. Select the agreed rights below; neither a copyright assignment nor editable-source delivery is automatic. Drafts and unused concepts remain with the studio unless expressly agreed otherwise.

THIRD-PARTY CONTENT

Fonts, stock assets, music, plugins and other third-party materials remain subject to their licenses. Identify any license fees, attribution, restrictions and generated elements in the scope. The studio cannot transfer rights it does not own. Trademark clearance and registration are not included.

CONFIDENTIALITY & PORTFOLIO

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CANCELLATION & DISPUTES

Cancellation is requested in writing. The deposit is nonrefundable once work begins, subject to applicable law. Reconcile completed work and approved nonrecoverable expenses; return any unearned amounts where required. No automatic inactivity or restart fee applies. If the studio cannot complete the work, agree a handoff and refund any unearned fees. Parties first try to resolve issues in writing; governing jurisdiction is completed below. No clause removes mandatory consumer rights.

Agreed final usage license OR written copyright assignment; third-party restrictions

Final formats / editable source files included; handoff and any correction period

Portfolio permission: YES / NO / only after agreed date (write selection)

Governing state / country and any agreed dispute process

Client signature, printed name / authority and date

Studio signature and date — EitanaYah Yisrael (Courtney Stewart)

Signing confirms the completed scope, fees and selections. Typed PDF fields alone are not a verified e-signature service; sign by hand or use your chosen signing service. Both parties retain a complete signed copy.

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05 / Invoice & final approval

Flyers & invitations

Invoice number / date; client and project reference

Description / agreed deliverables

Project total, approved extras / taxes and total due (USD)

50% deposit paid / date / reference; remaining balance and agreed due date

Active payment method and payment reference (no card / bank details)

Final proof approval

I reviewed the final version against the agreed scope, including spelling, names, dates, calendar dates, links, page order and file specifications where relevant. My approval authorizes digital delivery / launch once the final balance is paid. This does not waive mandatory legal rights or excuse work that fails the agreed scope.

Approved version / filenames / website address and date

Client final approval signature and date

Studio delivery / launch date, file list and balance-paid confirmation

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01 / Client intake

Social & promotional bundles

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Business, audience and campaign objective

Products / offers and verified prices

Social platforms and required image sizes

Five graphic topics and caption preferences

Existing logo, colors and brand files

Exact bundle and additional materials requested

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02 / Project scope & quote

Social & promotional bundles

Three Basic designs $95; five Basic graphics + five captions $125 (a $50 graphic discount versus five individual $35 graphics, with captions included). Business Promotional Package from $225: coordinated advertising materials using an existing identity; list every included graphic and marketing item in the quote. Campaign work by quote.

• Five-graphic package includes five Basic graphics and five matching captions.

• List each asset, platform size and caption before quoting.

• Client posts the files; scheduling, account management and recurring services are excluded.

• Existing brand identity is used; branding is separately quoted without duplicate charges. Larger campaigns receive two revision rounds.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

Included revision rounds: confirm 3 for small graphics / 2 for larger projects

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03 / Creative services agreement

Social & promotional bundles

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04 / Rights, permissions & signatures

Social & promotional bundles

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Final formats / editable source files included; handoff and any correction period

Portfolio permission: YES / NO / only after agreed date (write selection)

Governing state / country and any agreed dispute process

Client signature, printed name / authority and date

Studio signature and date — EitanaYah Yisrael (Courtney Stewart)

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05 / Invoice & final approval

Social & promotional bundles

Invoice number / date; client and project reference

Description / agreed deliverables

Project total, approved extras / taxes and total due (USD)

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Active payment method and payment reference (no card / bank details)

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Approved version / filenames / website address and date

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Studio delivery / launch date, file list and balance-paid confirmation

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01 / Client intake

Custom calendars

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Calendar year, month range and week-start preference

Single page or 12-month; Basic or Premium

Names, birthdays, events and dates to include

Photos, captions and permission to use them

Page size, orientation and requested file formats

Holidays / observances to include or omit

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02 / Project scope & quote

Custom calendars

Single page $35 Basic / $60 Premium; 12-month $85 Basic / $135 Premium.

- 12-month rate covers one coordinated design adapted for each month.
- Twelve unique monthly concepts require a separate quote.
- Client verifies every date, weekday, spelling and supplied observance.
- Single-page small graphics include three rounds; 12-month projects include two. Digital files only.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

Included revision rounds: confirm 3 for small graphics / 2 for larger projects

This scope becomes part of the signed agreement. No additional deliverable, rush work or cost is approved merely because it was requested.

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03 / Creative services agreement

Custom calendars

Agreement date and project reference

Parties: Urbanized Color LLC (Studio) and the Client named in this packet. The completed scope, fee schedule and selected rights are incorporated into this agreement.

QUOTE, SCOPE & TIMING

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REVISIONS & ADDITIONAL WORK

Small graphics include 3 rounds of minor revisions; websites and larger projects include 2. One round is one consolidated list of changes within the approved direction. Extra rounds cost $25 each, approved before proceeding. New concepts, added pages and expanded deliverables require a separate written quote and payment agreement.

MATERIALS & APPROVAL

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DIGITAL-ONLY, ONE-TIME SERVICE

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Approval pauses and missing materials may extend dates. Discuss a revised schedule in writing; there is no automatic late-client penalty. The studio is responsible for correcting its own failure to match the agreed scope; new client changes remain separately quoted.

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04 / Rights, permissions & signatures

Custom calendars

FINAL RIGHTS & SOURCE FILES

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THIRD-PARTY CONTENT

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Agreed final usage license OR written copyright assignment; third-party restrictions

Final formats / editable source files included; handoff and any correction period

Portfolio permission: YES / NO / only after agreed date (write selection)

Governing state / country and any agreed dispute process

Client signature, printed name / authority and date

Studio signature and date — EitanaYah Yisrael (Courtney Stewart)

Signing confirms the completed scope, fees and selections. Typed PDF fields alone are not a verified e-signature service; sign by hand or use your chosen signing service. Both parties retain a complete signed copy.

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05 / Invoice & final approval

Custom calendars

Invoice number / date; client and project reference

Description / agreed deliverables

Project total, approved extras / taxes and total due (USD)

50% deposit paid / date / reference; remaining balance and agreed due date

Active payment method and payment reference (no card / bank details)

Final proof approval

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Approved version / filenames / website address and date

Client final approval signature and date

Studio delivery / launch date, file list and balance-paid confirmation

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01 / Client intake

Logos & brand identity

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Exact brand name, tagline and business purpose

Audience and desired brand personality

Colors, symbols and concepts to include / avoid

Logo only or exact branding materials needed

Where the identity will be used and required sizes

Existing rights, references and preferred file formats

URBANIZED COLOR LLC

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02 / Project scope & quote

Logos & brand identity

Logo $65 Basic / $125 Premium; Branding Starter $150 Basic / $250 Premium.

• Specify concept count, logo variations and every branding item in the quote.

• Confirm final formats, transparency, color references and whether editable files are included.

• Logo-only small graphics include three rounds; larger brand packages include two.

• Trademark searches / registration are not included; clarify any stock, font or generated-element licensing before approving ownership.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

Included revision rounds: confirm 3 for small graphics / 2 for larger projects

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03 / Creative services agreement

Logos & brand identity

Agreement date and project reference

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QUOTE, SCOPE & TIMING

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REVISIONS & ADDITIONAL WORK

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MATERIALS & APPROVAL

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DIGITAL-ONLY, ONE-TIME SERVICE

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04 / Rights, permissions & signatures

Logos & brand identity

FINAL RIGHTS & SOURCE FILES

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Final formats / editable source files included; handoff and any correction period

Portfolio permission: YES / NO / only after agreed date (write selection)

Governing state / country and any agreed dispute process

Client signature, printed name / authority and date

Studio signature and date — EitanaYah Yisrael (Courtney Stewart)

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05 / Invoice & final approval

Logos & brand identity

Invoice number / date; client and project reference

Description / agreed deliverables

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01 / Client intake

Website design & online stores

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Package and purpose of the website

Exact pages, sections and requested functions

Current website / domain and platform preference

Text, photos, logo and content readiness

Forms, store products, payments and integrations needed

Who owns hosting / platform accounts and approves launch

URBANIZED COLOR LLC

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02 / Project scope & quote

Website design & online stores

Starter $199: one page, up to five sections; Business $449: up to five pages; Premium from $799: up to eight informational pages; redesign from $249. Assistance from $75; WooCommerce $400–$650+; repairs / updates by quote.

• List exact pages and section counts; content volume and features are confirmed in writing.

• Premium covers informational pages; store setup and complex features are separately scoped.

• Client owns / controls their platform accounts; no access to the studio owner’s personal Lovable account.

• Domain, hosting, paid plans, themes, plugins and subscriptions are separate.

• Confirm mobile layout, forms and agreed link checks before launch; use secure invitations for access.

• Specify handoff, access removal and any separately agreed correction period; ongoing maintenance is excluded.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

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Final formats / editable source files included; handoff and any correction period

Portfolio permission: YES / NO / only after agreed date (write selection)

Governing state / country and any agreed dispute process

Client signature, printed name / authority and date

Studio signature and date — EitanaYah Yisrael (Courtney Stewart)

Signing confirms the completed scope, fees and selections. Typed PDF fields alone are not a verified e-signature service; sign by hand or use your chosen signing service. Both parties retain a complete signed copy.

URBANIZED COLOR LLC

urbanizedcolor.com | urbanizedcolor@gmail.com | (773) 270-2632

05 / Invoice & final approval

Website design & online stores

Invoice number / date; client and project reference

Description / agreed deliverables

Project total, approved extras / taxes and total due (USD)

50% deposit paid / date / reference; remaining balance and agreed due date

Active payment method and payment reference (no card / bank details)

Final proof approval

I reviewed the final version against the agreed scope, including spelling, names, dates, calendar dates, links, page order and file specifications where relevant. My approval authorizes digital delivery / launch once the final balance is paid. This does not waive mandatory legal rights or excuse work that fails the agreed scope.

Approved version / filenames / website address and date

Client final approval signature and date

Studio delivery / launch date, file list and balance-paid confirmation

Payment: urbanizedcolor.com/pay or paypal.biz/urbanizedcolor. Use only the agreed invoice amount; confirm live payment availability. Keep this invoice and approval with the signed agreement. Physical production, recurring management and unquoted work are not part of this commission.

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01 / Client intake

Promotional video & animated flyers

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Video purpose, audience and call to action

Exact duration, platform and orientation

Approved script / wording and pronunciation

Photos, footage, logos and permissions

Voiceover, music and caption requirements

Export format, deadline and reference examples

URBANIZED COLOR LLC

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02 / Project scope & quote

Promotional video & animated flyers

15–30-second promotional video from $75; animated flyers, longer videos and special production by quote.

• Specify duration, aspect ratios, script and number of exports.

• Voiceover, captions, music and animation are included only when stated in the quote.

• Approve script and direction before production; rescripting or new scenes are separately scoped.

• Confirm rights to footage, voices and music; no performance or sales guarantee.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

Included revision rounds: confirm 3 for small graphics / 2 for larger projects

This scope becomes part of the signed agreement. No additional deliverable, rush work or cost is approved merely because it was requested.

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03 / Creative services agreement

Promotional video & animated flyers

Agreement date and project reference

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QUOTE, SCOPE & TIMING

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PAYMENT

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REVISIONS & ADDITIONAL WORK

Small graphics include 3 rounds of minor revisions; websites and larger projects include 2. One round is one consolidated list of changes within the approved direction. Extra rounds cost $25 each, approved before proceeding. New concepts, added pages and expanded deliverables require a separate written quote and payment agreement.

MATERIALS & APPROVAL

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DIGITAL-ONLY, ONE-TIME SERVICE

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04 / Rights, permissions & signatures

Promotional video & animated flyers

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THIRD-PARTY CONTENT

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01 / Client intake

Programs, booklets & event materials

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Event / memorial / ceremony name and date

Page count, size, orientation and reading order

Exact program text and order of service

Names, biographies, tributes and photographs

Cover style, colors and design preferences

Digital printer specifications and approval contact

URBANIZED COLOR LLC

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02 / Project scope & quote

Programs, booklets & event materials

Digital program rates (Basic / Premium): 4-page funeral $75 / $110; 8-page funeral $110 / $160; 12-page memorial $150 / $200; church service $65 / $110; wedding $85 / $125; graduation $75 / $115. Event booklet Basic from $125; Premium by custom quote. Requests beyond these packages receive a custom quote.

- List page count including covers, dimensions and supplied content.
- Client supplies and verifies names, order, dates and photo permissions.
- Confirm digital proof and print-ready file requirements; no printing or binding.
- Added pages, rewritten copy and new layouts require an approved quote.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

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03 / Creative services agreement

Programs, booklets & event materials

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04 / Rights, permissions & signatures

Programs, booklets & event materials

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Portfolio permission: YES / NO / only after agreed date (write selection)

Governing state / country and any agreed dispute process

Client signature, printed name / authority and date

Studio signature and date — EitanaYah Yisrael (Courtney Stewart)

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05 / Invoice & final approval

Programs, booklets & event materials

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01 / Client intake

Book & publishing design

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Title, subtitle, author and publisher credits

Cover, interior, ebook or combination requested

Trim size, page count and publishing platform

Final manuscript and editing / proofreading status

ISBN, barcode, spine / cover template and images

File specifications, deadline and approval contact

URBANIZED COLOR LLC

urbanizedcolor.com | urbanizedcolor@gmail.com | (773) 270-2632

02 / Project scope & quote

Book & publishing design

Custom quote based on cover, layout, page count and agreed production files.

• Specify cover faces, wrap, interior or ebook deliverables and exact page count.

• Final edited manuscript and platform specifications must be supplied.

• Editing, proofreading, ISBN procurement, upload and publishing are excluded unless specifically quoted.

• Reflow from manuscript changes is additional work; confirm print-platform acceptance checks in scope.

• Client retains manuscript rights; distinguish commissioned artwork from third-party assets in the rights schedule.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

Included revision rounds: confirm 3 for small graphics / 2 for larger projects

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03 / Creative services agreement

Book & publishing design

Agreement date and project reference

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QUOTE, SCOPE & TIMING

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REVISIONS & ADDITIONAL WORK

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MATERIALS & APPROVAL

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DIGITAL-ONLY, ONE-TIME SERVICE

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04 / Rights, permissions & signatures

Book & publishing design

FINAL RIGHTS & SOURCE FILES

Client retains ownership of supplied text, logos, manuscripts and photographs. Studio-created final work is released only after full payment. Select the agreed rights below; neither a copyright assignment nor editable-source delivery is automatic. Drafts and unused concepts remain with the studio unless expressly agreed otherwise.

THIRD-PARTY CONTENT

Fonts, stock assets, music, plugins and other third-party materials remain subject to their licenses. Identify any license fees, attribution, restrictions and generated elements in the scope. The studio cannot transfer rights it does not own. Trademark clearance and registration are not included.

CONFIDENTIALITY & PORTFOLIO

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Final formats / editable source files included; handoff and any correction period

Portfolio permission: YES / NO / only after agreed date (write selection)

Governing state / country and any agreed dispute process

Client signature, printed name / authority and date

Studio signature and date — EitanaYah Yisrael (Courtney Stewart)

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05 / Invoice & final approval

Book & publishing design

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01 / Client intake

Custom creative & educational projects

Fill the fields digitally where supported, or print and write. Requested dates are not promised until the quote is accepted.

Client / organization and authorized contact

Email and phone

Project title, package / level and requested date

Project purpose, audience and desired outcome

Exact items, quantities, sizes and page counts

Content / educational topics and source material

Artwork, photos, branding and permissions

Digital formats and intended household / commercial use

Deadline, budget and authorized approval contact

URBANIZED COLOR LLC

urbanizedcolor.com | urbanizedcolor@gmail.com | (773) 270-2632

02 / Project scope & quote

Custom creative & educational projects

Written custom quote; ready-made shop products and merchandise orders are separate.

• Define each commissioned digital deliverable separately; do not imply physical fulfillment.

• Confirm age / grade, topics and review responsibilities for educational materials.

• State usage rights and whether commercial resale is licensed; ready-made buyer terms are separate.

• Agree exact fee, revision category and dates before starting; recurring services are excluded.

Exact deliverables, quantities, dimensions, formats and exclusions

Approved materials / content and who supplies each item

Estimated start, first proof, feedback and completion / launch dates

Project fee, 50% deposit, 50% balance, tax and separately approved costs

Included revision rounds: confirm 3 for small graphics / 2 for larger projects

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03 / Creative services agreement

Custom creative & educational projects

Agreement date and project reference

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QUOTE, SCOPE & TIMING

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