Design services agreement

This agreement is made on 3 November 2026 between:

Quillfeather Tea Co., 22 Orchard Steps, 2040 Fennick Bay (the "Client"), and

Ardent Loom Studio, 3 Kiln Yard, 1000 Marrowdale (the "Designer").

1. Services

1.1 The Designer will design a new range of stationery for the Client: business cards, letterheads and envelopes, as described in the brief of 20 October 2026.

1.2 The Designer will deliver print-ready files for each item, and the source files once the final invoice is paid.

2. Timeline

2.1 First concepts are due on 17 November 2026. The Client will give feedback within five working days of each delivery.

2.2 Two rounds of revisions are included. Further rounds are charged at the hourly rate in clause 3.2.

3. Fees and payment

3.1 The fixed fee for the services is €2,400, excluding VAT.

3.2 Extra work agreed in writing is charged at €45 per hour.

3.3 The Designer invoices half of the fee on signing and the rest on delivery of the final files. Invoices are due within 14 days.

4. Ownership

4.1 Once the fee is paid in full, the Client owns the final designs and may use them without limit.

4.2 The Designer may show the final designs in their portfolio, unless the Client asks otherwise in writing.

5. Confidentiality

5.1 Each party keeps the other's non-public information confidential, during this agreement and for two years after it ends.

6. Ending the agreement

6.1 Either party may end this agreement with 14 days' written notice.

6.2 If the Client ends it, the Client pays for the work done up to the end of the notice period.

7. General

7.1 This agreement is the whole agreement between the parties about the services. Changes must be in writing and signed by both.

For the Client: name, signature and date

For the Designer: name, signature and date

Sample document made with pagenull. All names, addresses and figures are made up.