



Thank you for showing interest in working together!

A few important notes to make the process smooth and easy:

1. As soon as possible, please supply me with the size (length x width, in inches or pixels) and preferred file format for the final work.
2. I prefer to communicate via email to have a record I can easily search for previous files, feedback, comments, etc.
3. Please submit any text, images, logos, etc. in the highest quality you have.  
(**IMPORTANT:** Copyright, licensing, and usage rights are the responsibility of the client. In other words, this stuff must be yours and/or you have permission to use and edit it.)
4. If you have color or font preferences, please let me know. Sharing the context (website, location for signage, etc.) for the final work can also be very helpful!
5. I am happy to create from your sketches, ramblings, or links to other work you like.
6. As I work fast to get your design to you, revisions are of course an important part of the collaborative process. I won't invoice until your final design is ready to be put to use.
7. That said, I will gently redirect or offer to create a new project if revisions seem to be deviating from the original design intent.
8. As we create your design, please always review the text for typos and errors.
9. My rate is \$30/per hour for graphic design, image editing, and photography, calculated by the quarter-hour to fairly cover the random communications and quick design adjustments which inevitably occur during the process.
10. If I need to travel to you for any reason, there is a \$20 travel fee.
11. Original art can be commissioned; I will offer an estimate. Half must be paid (non-refundable) before I begin the work.
12. I accept Venmo, Paypal, checks, and cash for payment.
13. Rights to your design always remain in your possession, and I will never reuse any unique assets from your design for another client. (Assets provided by Adobe are exempted.)
14. I request permission to display the final work on my website and social media platforms.

If you have any questions, please feel free to ask.

Many thanks,

*Diane Kraus*