



Project Details and Contract

Please Fill Out Form and Sign at Bottom

Date	
PO #	
Project #	OFFICE USE

Contact Person	
Company Name	
Phone Number	
Fax Number	
Address	
Address	
City	
State, Zip	
Email	
Website	

Service Agreement	
<p>This is to establish that Trevor Wilson/Digital Labs (Contractor) is providing presentation/graphic design services for _____ (Client), at the rate of \$_____ per hour, for approximately _____ hours.</p> <p>All estimates are based upon project as discussed and quoted. Changes to length or complexity of project by Client will require revised contract.</p> <p>Client agrees to pay total amount due to Digital Labs within 15 days of receiving invoice.</p>	

Number of Slides	
Start Date	
Draft Due Date	
Final Due Date	
Purpose of Presentation	
Date & Time Received	OFFICE USE

Payment Method							
<input type="checkbox"/> Check	Checks must be received within 15 days of invoice. Projects longer than 2 weeks will be billed every 2 weeks.						
<input type="checkbox"/> Agency	<table border="1"> <tr><td>Agency</td><td></td></tr> <tr><td>Contact</td><td></td></tr> <tr><td>Phone</td><td></td></tr> </table>	Agency		Contact		Phone	
Agency							
Contact							
Phone							

Project Description / Special Instructions	

Signature of Authorized Representative	Date
By signing this document, Client agrees to honor the terms stated above.	

INSTRUCTIONS:

- 1) Call for quote and to schedule work; 2) Fill in form, sign and fax to Digital Labs; 3) Fax material to be produced; 4) Email supporting files; 5) Digital Labs will confirm requests ASAP
Please mark all edits on print out of file and fax back one single packet for updates. Please DO NOT make changes to presentation file during editing process.