



Client Scrapbooking Agreement

The following contract is entered into between Specialty Scrapbooks LLC (hereafter referred to as 'SS') and Client for purposes of creating a personalized scrapbook album (hereafter referred to as 'project').

Consultation: Prior to beginning the project, SS agrees to consult with Client to discuss Client's vision for the project. After the consultation, SS will provide a summary email of what was discussed and her understanding of the direction of the project.

Album: Client agrees to provide the album to be used for the project or purchase an album for an additional cost from SS. SS works with 12x12, 8x8, or 8.5x11 -sized albums only.

Photos: Client agrees to make copies of photos, especially one-of-a-kind pictures, prior to turning them over to SS. In the event Client elects not to copy his/her photos before turning them over to SS, SS will not be held liable for any damage to the originals. SS will scan Client's photos and use copies for project unless requested by Client to use originals. Client must provide all personal photos and other memorabilia for the album at the initial project meeting. Once the project is underway, SS is not obliged to accept or include additional photos or memorabilia in the scrapbook.

Revisions: Once SS completes two pages of the album, Client must review and approve them before further work is completed. Client may request one revision per page at no charge; thereafter any revisions for same pages will be charged \$10 for each revision.

Completion: The project is estimated to be completed in 4-6 weeks from the receipt of deposit and materials, contingent on the number of pages in the project and the timeliness of Client's responses. Weekly updates on the project are available upon Client's request.

Contact: Client may contact SS via email at info@specialtyscrapbooks.com or phone at 408-315-5864. SS agrees to return all calls and emails within 48 hours.

Due diligence: SS agrees to practice due diligence in handling and using any of Client's photos or memorabilia in the scrapbook. Client agrees to hold SS blameless for any reasonable use which may compromise such photos or memorabilia.

Cost: The total cost of the project is estimated at \$_____. This includes \$_____ per page for pages #_____ and \$_____ per page for pages #_____ for a _____(size) scrapbook album and for the time and materials involved in completing _____ (number) one-sided pages. This cost does not include shipping costs or the cost of the physical album.

Payment: Client understands SS must receive this signed agreement and 50% of the estimated total within 72 hours of the initial project meeting for any work on the project to begin. The remaining 50% is due when the project is completed and before shipment. Payment is required through PayPal or personal check. Any NSF returned checks will be charged the maximum fee allowed by California law and work on the project will cease.



Shipping: Shipping within the continental US is \$15.00 for USPS priority mail and will include insurance for the value of the project and proof of delivery. Shipping outside the continental US or to Hawaii/Alaska will be charged the pass-through rate for first class insured international shipping. SS is only responsible for the shipping insurance, and the shipping agent will be liable in the event the album is lost or damaged during shipping.

Delivery: If Client lives within one hour of the San Francisco bay area and would prefer the album be delivered in person, SS agrees to meet in person in a public place to exchange the album for final payment.

Refunds: All sales are final and refunds are not available due to the time and materials used. However SS agrees to work with Client to ensure mutual satisfaction.

Privacy: All personal information is kept confidential between Client and SS. Client email, addresses and phone numbers are never sold or redistributed.

Rights to work: Client agrees that SS may display copies of pages created by the company as samples on SS websites or print materials. While SS retains the right to use page designs as a sample of what can be offered to Clients, all personal information will be removed before the scrapbook design is publicly displayed.

Specialty Scrapbooks LLC and Client agree to abide by the terms of this contract and indicate agreement via signature below.

Signature of Specialty Scrapbooks LLC: _____ Date: _____

Signature of Client: _____ Date: _____

Printed Name of Client: _____

Client Mailing Address: _____

Client Email Address: _____

Client Phone Number: _____

cc: Client