

(YOUR LOGO HERE)

PROJECT CONTRACT

ARTIST: (artist name)

CLIENT: (client name)

PROJECT: (project name)

TIMELINE: (project dates)

1. Moodboard / Sketch delivered on/by - (insert date)
2. Feedback delivered on/by - (insert date)
3. Finalised Design delivered on/by - (insert date)
4. Installation / Completion on/by - (insert date)

AGREED SCOPE OF WORK:

- (detailed notes)

PROJECT BUDGET: (fixed or estimate)

TERMS OF CONTRACT

DEPOSIT & PAYMENT: A 50% non-refundable deposit is required before work begins. The remaining balance will be invoiced on completion and is payable within 28 days. The client is also responsible for payment for any work completed beyond the value of the initial quote. The artist will communicate any potential additional costs in advance. There will be 8% (plus the Bank of England base rate) interest charged per day on late invoices, plus a £40 compensation charge.

QUOTE/ FEE: Work will be carried out at the artist's rate of (insert your rates). When relevant, licensing fees will be charged in addition to this. Any quoted fixed price is based on the agreed project scope.

ADDITIONAL WORK: Any work requested outside the original agreed scope, including additional revisions or new deliverables, will be quoted and charged separately before work continues.

DELAYS: The artist will make every effort to complete the project within the agreed timeframe. Delays caused by late feedback, changes to the brief or circumstances beyond the artist's control may affect the delivery date. Extended client-side delays may result in increased project costs.

REVISIONS: 2 design revisions are included (within reason and at the discretion of the artist). Any additional revisions will be charged at the artist's hourly rate. Once the client has approved the final artwork, any further alterations or amendments will be treated as a new piece of work and charged accordingly.

LICENSING / COPYRIGHT: The client is granted a licence to use the final artwork only for the purposes agreed in the project scope. Any additional use, reproduction, resale, merchandising, or licensing to third parties must be agreed in writing and may incur an additional fee. Copyright of all artwork remains with the artist unless otherwise agreed in writing. Payment does not transfer copyright ownership.

CREDIT & SHARING: The artist retains the right to display the completed work in their portfolio, website, exhibitions and social media unless a confidentiality agreement has been agreed in advance. Wherever possible, the artist should be credited when the work is published or reproduced.

AI: The artist's work must not be used in any form with generative AI. If any images of the artist's work (finished pieces or sketches) are put into generative AI software, this will be in breach of copyright. Due to the ecological and moral concerns around the use of AI, the artist discourages the use of AI mockups by the client in any instance, including for the purpose of illustrating a brief or for applying for funding / planning permission.

ARTIST SIGNATURE:

CLIENT SIGNATURE:

(artist name) (date)

(client name) (date)