

The Bizzy Bee Boutique, LLC
96 Indian Road
Port Chester, New York 10573
May 21, 2008

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for choosing The Bizzy Bee Boutique to custom design your <INSERT PROJECT DESCRIPTION>. The following agreement spells out the terms and conditions of this project. Please keep a copy for your records and return a signed copy to me at the address listed above.

Your project <INSERT PROJECT DESCRIPTION HERE> is a <DETAILED DESCRIPTION HERE>.

The estimate for the services described above is <\$XXXX>. That estimate includes 3 initial drafts based on instruction given, 3 additional rounds of comments, materials, and printing. The estimate is excluding shipping and tax, which will be determined at the completion of the project.

If copy/layout/graphic revisions exceeds the included 3 rounds of comments, Bizzy Bee will bill you for additional working time at the rate of \$100 per 3 additional rounds of comments.

Turnaround time is approximately 4-6 weeks from concept inception to final product (varies depending on project). If your order is time sensitive, less than 4 weeks, there will be an additional \$250 rush charge.

Payment must be made as follows: 25% of the above-mentioned estimate is due upon commencement of work, 25% is due upon delivery of first draft copy, and 50% is due upon completion. Payment must be made prior to shipping the final product.

If you agree to the above mentioned terms and conditions, please sign and mail/e-mail this form so we can begin your order.

We look forward to working with you!

Sincerely,

Melissa Somma & Monica Lucente
The Bizzy Bee Boutique
www.BizzyBeeBoutique.com
Info@BizzyBeeBoutique.com
914.837.2112

<INSERT CLIENT NAME>
<CLIENT SIGNATURE>