InPrint Schema Design Client Contract

*Thank you for working with the InPrint Schema Design Team! Below is a schema project contract that you and the designers working for you will agree to at your first meeting with them. If you have any questions or concerns, please contact the Managing Illustrator, Anne Robinson, at* *anne.georges@wustl.edu**. We look forward to working with you!*

**The client, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and designers,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, all agree to the following terms and conditions:**

1. Unfortunately, we cannot generate schema for graded student work. Please initial here to indicate that this project is not graded work \_\_\_\_\_\_. If it is graded work, we will happily set up an educational meeting with you to offer assistance designing and generating your own schema.
2. The content of the illustrations as well as the illustrations themselves will be handled confidentially and will not be shared unless express permission is granted by the client.

Do you grant us permission to share your final illustration as an example on our website? \_**yes** or **no**\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (circle one) (signature of client)

***Embargo option****: Would you like us to wait until your work is published to release it on our website, \_****yes*** *or* ***no****\_? If* ***yes****, we will wait to hear from you regarding the publication before posting it.*

1. Your schema will be generated with original material in a vector graphics program (Adobe Illustrator or Inkscape). We will give you the source file (ai or svg) as well as the file type(s) you request.

File type(s) requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (pdf, jpg, png, eps, etc)

1. The client and designers shall communicate promptly over the course of the project. If the client does not acknowledge receipt of an email and/or respond for a period of more than 1 week, we will deem the project complete at that time. Thank you for helping InPrint maintain prompt project completion.
2. The following workflow will be used to generate this schema:
3. ***Initial Meeting****: The concept, audience, style, and design preferences will be discussed. The Designer(s) will sketch out ideas. Schema Design contract signed.*

\*Important: project will not proceed until signed contract is received!

1. ***Mock schema generated****: The Designers will mock up an initial schema and send to the client for approval and revisions.*

***NOTE****: This schema will not be polished – the goal is to confirm the content and layout of the design before adding polished details.*

1. ***Major revisions****: The client reviews the mock schema and has* ***one chance*** *to request major revisions (substantial content and/or style changes).*
2. ***Schema polished****: The Designers will incorporate the major revisions requested by the client and polish the schema. This version will be sent to the client for minor revision requests.*
3. ***Minor revisions****: The client reviews the polished schema and requests minor revisions (placement, color, etc.).*

***NOTE****: Minor revisions are limited to three iterations unless more are deemed necessary at the discretion of the designer.*

1. ***Final schema sent to client****: After all rounds of minor revisions are completed the final schema is sent to the client.*
2. If this schema is for a team project or team publication, initial here \_\_\_\_\_\_\_\_\_\_ to indicate that all team members are aware of InPrint’s involvement and will sign-off on the mocked up version distributed in Step II above before the client proceeds to polish and finalize the schema.
3. This project will be completed in \_\_\_\_\_\_\_\_\_ weeks (normal projects are ~3 weeks long). If this timeline changes during the course of the projects, all parties will be promptly informed.
4. We kindly request that you give credit to InPrint for this illustration with the following phrase:

“Illustration by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in association with InPrint at

 (primary designer) (advising designer)

Washington University in St. Louis.”

1. The schema requested based on this first meeting with the client (as dictated by the questions and answers below) will be designed. Major revisions beyond the scope of this project will require a separate submission to the Schema Design Team via our online submission form.

**Initial client meeting notes:**

1. What is this schema design for (journal, website, poster, slide, etc.)?

What specifications does this bring with it (size, color, pre-existing color scheme, etc.)?

1. What is the audience of this schema?
2. What is the main message you want the reader to get from this schema?
3. Do you have a particular style in mind or material you would like this graphic to match?
4. The Designer(s) will use this space to sketch out ideas to a) get a better sense of basic layout while the client is present, and b) make sure they understand the key concepts and message.

If the Client and Designers all agree to the terms, conditions, and stated goal above, all parties should sign below:

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Designer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Advising Designer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_