



*Pages of Life, Inc.*  
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## CONSULTANT/CLIENT CONTRACT AND GOOD FAITH ESTIMATE

The following represents an agreement for Custom Album Assembly between "Pages of Life" (Trista Maltizo) and the listed client. Prices quoted are an estimate and may actually be higher or lower depending upon the complexity of the project.

Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Project Title: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (o) \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Consultant Responsibilities and Compensation

Consultant will meet with client initially to determine client needs and preferences for the project, review costs, and to assist the client in how best to organize photos to maximize the consultant's effectiveness. This consultation will be free of charge.

Labor for page layout and design will be charged at the rate for selected album size and extras, if any. If the client chooses to pay consultant per hour, the hourly fee will be \$15 per hour.

If the client is paying hourly, supplies will be charged on an "as used" basis. The client will receive an itemized invoice for everything used while designing the album. Client may choose to supply stickers, dies cuts or paper. Whatever materials left from these packages will be returned to the client.

Consultant will use professional judgement to crop photographs, clip corners, mat photos, complete layout design, and add decorative touches such as stickers, borders, and embellishments.

Consultant may add some titling, but will not do the writing or journaling. Space will be left for client to journal, dependent upon how much the client wishes to write. Consultant has a computer program that can change the client's handwriting into a computer font, and a nominal fee, will make the handwriting into a font and will then use journaling if given the text for the page.

Consultant will meet with client periodically throughout the project to review progress and obtain payment for work to date.

As album pages are completed, consultant will provide the pages to the client, with a pack of pens, so client can do the writing. Consultant will collect the pens and pages to assemble the album.

At the completion of the project and when all payments are received, consultant will provide client with fully assembled album, complete with page protectors if a strap hinge album is used.

The client must organize pictures by topic, event, or time in the order they would like the photos to appear in the custom album.

Client will mark which pictures MUST be in the album and then allow consultant to edit and crop, as needed. Client will also mark which pictures should not be cropped or should not be permanently mounted.

Client is responsible for keeping all photo negatives and duplicates. We will use your original photos. So, if there is something you're not happy with, keeping any duplicates and negatives will allow us to redo the page. This also helps us reconstruct any pages in case of damage done to photos due to damage beyond the control of your consultant. Client can choose to make photo copies if only one copy exists and there are no other means to obtain an original photo duplicate.

Notations on the backs of pictures are not recommended, since your consultant does not refer to the back of a picture until it is time to put on the adhesives. Please make any notes on Post-it notes attached to the BACK of the photo. Your consultant is not responsible for any acid-reaction or yellowing of the photos due to the use of non-acid free writing tools by the client.

Client and consultant will determine how best to prioritize photos.

Memorabilia of unknown pH content is added to the album at the client's risk. Consultant will decorate using proven acid free materials, but cannot ascertain safety of memorabilia. There are many ways to show off your memorabilia, such as acid-free page pockets that don't touch your photos.

Client agrees to pay for album and initial supplies, such as refill pages, prior to consultant beginning the project.

Client agrees to pay for ongoing work as it is completed and presented during meetings with consultant.

Client understands that if additional photos or memorabilia are added to the project after the initial estimate has been made, the number of pages is likely to increase. This, in turn, will increase the total cost of the project.

Client understands that "Pages of Life" accepts credit cards, personal checks, cashier's checks, and money orders as forms of payment.

Only one album will be completed per customer at any one time.

Intermittent/final meetings are scheduled as follows:

- 1) \_\_\_\_\_ after 5 layouts have been completed
- 2) \_\_\_\_\_ after 10 layouts have been completed
- 3) \_\_\_\_\_ after 45 layouts have been completed

Service time charges will vary depending on cropping, decoration and intricacy of final layouts. Pages of Life's custom album services automatically includes the use of our personal stock of templates, paper scraps, ideas, scissors, rulers and other supplies such as punches, die cutters and computer.