
6. Retainer Form Letter

[client ltd]

[address]

[attn]

For office use only

Received

Approved by

Assigned to

Date

This will constitute an agreement between

[client ltd] and [designer inc] for [graphic design/writing/branding/consulting] services for the period [date] to [date].

During this period, [designer inc] agrees to devote up to [number] hours per month on assignments to be determined by [client ltd]. Work will normally be performed at the offices of [designer inc] but occasionally may take place at other locations as required.

Work priority and scheduling will be at the discretion of [client ltd]. Work will normally occur between the hours of 9am and 5pm on weekdays.

Payment for these services will be to [designer inc] at the rate of [\$] per month and will be made no later than the 30th day of each month that this agreement is in force. No invoice will be submitted.

Services in addition to [number] hours per month will be made available by [designer inc] at the rate of [\$] per hour and will be billed separately. Any expenses exclusive of normal overhead are not included in this agreement and will be invoiced separately. Examples of such expenses are: delivery services, long-distance telephone calls, travel beyond forty (40) kilometres from [designer inc] facilities, and meals when travelling. All invoices will be due in 30 (thirty) days.

All materials furnished by [client ltd] will remain the property of [client ltd] and will be returned upon request, or no more than [ten] days from the termination of this agreement.

The results of any and all work performed by [designer inc] for [client ltd], including original creative work [with the exception of] will remain the property of [designer inc].

This agreement may be terminated on 30 (thirty) days written notice by either [designer inc] or [client ltd]. In case of termination, [designer inc] shall make a reasonable attempt to finish work in progress.

[insert paragraphs here with specific terms and conditions as necessary]

Agreed and approved
[designer inc]

Agreed and approved
[client ltd]

Date

Date
