



6.19.25
FCL2502
ORIGINAL

PREPARED FOR

Flathead County Library
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PROJECTS

Booklet Brochure

DESCRIPTION

Layout and design a booklet brochure with content provided from client (text and photos). The format will be an 8 page booklet with the specifications listed below. Final files will be prepared to these specifications for final production.

SPECIFICATIONS**Booklet Brochure**

Flat Size: 11" wide x 8.5 tall"

Finished Size: folded in half to 5.5" wide x 8.5 tall"

Pages: 8

Ink: Full color throughout

Stock: 100# gloss text

Bindery: saddlestitched with staples and folded in half

DESCRIPTION	ESTIMATE
GRAPHIC DESIGN SERVICES: Layout, design & production (includes 3 rounds of revisions)	\$800.00
OPTIONAL PRINTING: see specifications above	
	Qty: 250 \$423.00
	Qty: 500 \$674.00
	Qty: 1000 \$852.00
	Qty: 2500 \$1255.00

**TERMS AND CONDITIONS**

INCREASE IN SCOPE: The costs in this estimate will be billed to the client and if the scope of the project is not expanded, the fees charged will not exceed the estimate provided. If the scope of the project increases from the estimate, the client will be billed for the additional hours associated with the increase in scope at a rate of \$100/hour. Any increase in the scope of the project may also add time to the project timeline.

REVISIONS: This estimate includes 3 rounds of layout/design revisions to overall page layout once content has been formatted. Design, layout and content changes necessitated by client after the 3 rounds will be billed at \$100 per hour.

OVERTIME, RUSH, HOLIDAY, OR WEEKEND WORK: Fees quoted are based on work performed during the course of regular working hours (based on a 40 hour week). Overtime, rush, holiday, and weekend work necessitated by client's request will be billed at time and half or \$150.00 per hour (unless otherwise negotiated).

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TERMS AND CONDITIONS

CLIENT INVOLVEMENT: Estimates (time and cost) assume that all content (final/edited text, photography, video, logos, illustrations, etc.) are provided by the client unless otherwise noted in the estimate. Our ability to meet deadlines is predicated upon the client providing all necessary information and approvals in a timely manner.

PAYMENT SCHEDULE: Design and website services will be billed on a 50/50 installment: 50% down and 50% upon completion. If SnowGhost Design has completed all possible work with the content provided by the client, progress billing may be issued with the understanding that final work will be completed when final content is provided by the client. Alternative payment solutions may be arranged but must be discussed and agreed upon by both parties.

ARTWORK OWNERSHIP: Every project, unless otherwise noted, includes the purchase of one creative concept to be selected by the client and executed by SnowGhost Design. All other ideas, concepts or designs described or exhibited remain the property of SnowGhost Design. Final artwork becomes, after payment in full, the property of the client organization. Upon request, SnowGhost Design can provide digital artwork in it's native format. There may be a fee for locating, retrieving and downloading archived work to disk, depending upon the amount of time required.

This project will be scheduled upon receipt of this signed estimate and a deposit of no less than 50% of the estimated project. Any balance and all additional expenses will be paid upon project completion.

Your signature below signifies your acceptance of this estimate for the production of the above stated project(s). Prices estimated are valid for 30 days from the date of this estimate. All usage rights and ownership of final production files shall be transferred upon payment in full.

APPROVALS

Client: _____

Date: _____

SnowGhost Design: _____



THANK YOU

