



Grandmommy & Me Custom Scrapbooks Client-Consultant Agreement for Custom Scrapbook Page(s)/Album(s)

All pages custom-made with your photos in mind, will be designed and created by Donelle A. Moore and Grandmommy & Me Custom Scrapbooks. (herein after called Donelle A. Moore)

Please read the following carefully. If you have any questions, please email me prior to signing. Initial each item where indicated and sign at the bottom of the Agreement. Print out and Submit this Agreement, via 1st class, Certified Mail, USPS, or in person, with your photos to be included in your album. By signing this Agreement, you accept all terms of this Agreement. If you do NOT agree, please do not send any items to me.

Mail **ONLY** copies of your photos; **retain your negatives!!** Please keep a copy of this Agreement for your own records.

Responsibility

I agree that my liability is to make certain that the photos provided to Donelle A. Moore can be replaced. I agree to make copies either on CD or prints of irreplaceable photos. If irreplaceable photos are damaged, I accept full responsibility and will not hold Grandmommy & Me or Donelle A. Moore liable. I also understand that should photos be damaged if an unavoidable circumstance arises (including, but not limited to, theft, postal mishandling, car accident, weather disaster, etc.) it is my responsibility. Please mail photos Certified Mail, Return Receipt Requested, 1st class Mail, for added protection.

Please initial _____

Archival-quality items

I understand that only products labeled "acid-free", "lignin-free" and "of archival quality" will be used in the creating of this album. All photos and memorabilia to be used in the scrapbook are to be mounted and embellished using products (including, but not limited to, adhesives, papers, accents, pens, etc.) from reputable manufacturers.

I understand if I choose page styles that use embellishments that I provide, these items may not be of archival quality and may damage my photos if mounted directly on photos.

I also agree any resulting damage from defective products is not the liability of Donelle A. Moore or Grandmommy & Me.

Please initial _____

Preview

I understand I can preview, via email, a couple completed pages to assure Donelle A. Moore has captured my choices of colors and styles.

Please initial _____

Permanent Mounting

With further reference to Adhesives, I understand and agree that unless otherwise indicated, photos and memorabilia will be mounted using photo-safe adhesives and considered fundamentally

permanent. It is not advisable to remove photos as damage to photos is expected to occur. Any items **not** to be mounted permanently will be noted on the photo or item and mounted using photo corners or pockets. Donelle A. Moore will be notified of same by client at the time of consultation and order.

Please initial _____

Altering photos and memorabilia

I understand that Polaroid pictures cannot be cropped, because they will fragment. Any other photos I do **not** want cropped, cut, trimmed or altered will be designated on photo. I agree all other photos may be cropped in the designing of my album.

Please initial _____

Non-Refundable Deposit

I consent to a 50% non-refundable deposit of the quoted album fee, which is required by Donelle A. Moore at the time of the signing of this Agreement and submission of photos. This non-refundable deposit is used to purchase specific supplies needed for my album creation. I understand the remaining 50% will be due upon completion and delivery of my album. Cancellation of this project prior to completion is subject to a cancellation fee of the 50% non-refundable deposit.

Please initial _____

Payments

Donelle A. Moore accepts the following forms of payment ñ Paypal, MasterCard, Visa, Money Order, personal check (needs to clear prior to delivery of album) and, of course, cash. I will be notified when my album is completed and payment will be made upon delivery or prior to shipping, if album is being shipped.

Delivery/Shipping of my Album

If my album is to be shipped, Donelle A. Moore will send it through a reputable mailing service. I agree it will be registered and insured, with signed proof of delivery required and costs for same, excluding insurance, are my responsibility, not included in the cost of my Custom Album and a final bill for shipping will be sent and due payable to Grandmommy & Me, Donelle A. Moore, upon receipt.

I understand that Donelle A. Moore, is only responsible for shipping insurance and shipping agent is liable for any loss or damage that may occur during shipping.

Please initial _____

No Refund/Satisfaction Guarantee

I understand that Donelle A. Moore will attempt to guarantee satisfaction of your completed Album/page(s). Acceptance of my Album is considered acceptance and satisfaction of all work completed. I understand I cannot return my Custom-Made-For-Me Album and I agree I cannot return a completed Custom Album for a refund.

Please initial _____

Returned Checks

An additional \$35 fee per check (as charged by APGFCU) will be required on all returned checks. Rectified payment by Paypal, Money Order, or Credit Card within seven (7) days, will be made by me _____, or the returned check will be sent to legal collection. Any legal costs will be absorbed by me, the client.

Copy Permission

I agree that Donelle A. Moore, can make copies of my pages, for display in advertising and/or for use on Grandmommy & Me Custom Scrapbooks website, as illustration of her work, **only** with my prior written permission.

Please initial _____

Copyright

I agree that the creative design work in my album/page(s) is copyright Grandmommy & Me Custom Scrapbooks, Donelle A. Moore. It is not to be used in any magazine, website, contest, or anywhere else unless the complete copyright is also included.

Please initial _____

By my signature below, I accept, abide and employ Grandmommy & Me Custom Scrapbooks, Donelle A. Moore, by the provisions above stated.

Signature of Client

Donelle A. Moore
Grandmommy & Me Custom Scrapbooks

Thank you for completing the above Contract for your Custom Album or Album Page(s). Please email me at if you have any questions **BEFORE** you mail your photos. If you wish to discuss the matter via phone, please include your phone number in your email, or I will provide mine upon request.

Please complete the below **ORDER FORM** and attach to a printed copy of this Agreement.

Any special instructions for album

Contact me at:

GRANDMOMMY & ME CUSTOM SCRAPBOOKING
DONELLE A. MOORE
509-E CIDER PRESS COURT, JOPPATOWNE, MARYLAND 21085
Email to: Grandmommyandme@aol.com

ORDER FORM

Please keep your negatives in a safe place. DO NOT SEND your negatives to us!!!

Name: _____

Address: _____

1. Type of Album/Event/Theme/Gift ñ _____

2. Album page size: (please check one) 12x12 8 1/2 x 11 8x8

3. Styles: (Please check) Simple Embellished Cute Elegant Mixture

4. Color(s): (Please check) Pastels Brights Earthtones Primary Mixture

5. Embellishments: (Please check) Simple Complex Mixture Each Page Specific Page(s)

6. Journaling: (Please check) Computer-generated Handwriting or

Space to add my own journaling Mixture

Number of pages requesting completed (See below) _____ Payment amount enclosed: \$ _____

By form of: (Please check) Personal check Credit Card Paypal Cash

Credit Card Payment Authorization: MasterCard Visa Card Number: _____

Name as it appears on your card: _____

Card Billing Address _____

Signature of Credit Card Holder: _____

(Credit Card Assignment/Payment Authorization is subject to Credit Approval)

Pricing includes: One layout page plus clear, archival-safe photo page protector for each page, Creative background paper to enhance your photos and/or cardstock for each page, single or double page layouts, at my discretion, focal point photos matted, embellishments, titles, photos cropped and mounted, journaling boxes for your journaling **(DOES NOT INCLUDE ARCHIVAL QUALITY ALBUM - price to be quote according to size and style - \$10-\$40)**

We encourage you to do your own journaling. Your handwriting is unique and will be cherished by those who love you; but we do provide this service for an additional fee.

12 x 12 starts at \$15 per page ñ Over 20 pages at \$10 per page (In a 20 page album, between 70-80 photos will be included)

8 x 11.5 starts at \$12 per page - Over 20 pages at \$ 8 per page

8 x 8 starts at \$8 per page ñ Over 20 pages at \$6 per page

Pre-designed GIFT Albums 8x8, 8x11.5, 12x12 include album and supplies. Pricing is based on album size, the number of pre-designed pages needed, type of album and theme selected, starting at \$25, \$30 and \$50, respectively.

The Custom Album rates based upon the album selected, theme chosen, journaling requirements and embellishments.

Please have photos organized in envelopes by event with dates and notes on envelope or sticky notes on back of photos. THANK YOU FOR CHOOSING ì GRANDMOMMY & MEì TO DESIGN & CREATE YOUR ALBUM OF CHERISHED MEMORIES!!!