



PROJECT ESTIMATE

Project:
Date:
Prepared by:

EDGEFLOW MEDIA
108-800 Kelly Rd, Suite #410
Victoria, BC V9B 6J9
Info@edgeflowmedia.com
<http://www.edgeflowmedia.com>
Ph: 250.642.4688 | Fax: 1.866.830.8912

CUSTOMER INFORMATION

NAME:
COMPANY:
ADDRESS:

PHONE:
FAX:
EMAIL:
WEBSITE:

SOME IMPORTANT NOTES:

- This is not an invoice. All fees and costs are estimated. EdgeFlow Media's ability to meet deadlines is predicated upon Client's provision of all necessary information and approvals in a timely manner. Changes in Scope of Work and/or project specifications may require a revision to the information provided herein.
- The information contained herein is valid for 30 days.
- Fee quoted includes one set of final mechanical artwork or functional website, as described in the Scope of Work (SOW). Changes to this final product will be provided at an additional cost based on the extent and complexity of the changes, at \$75.00 per hour (billed by the 1/2 hour).
- All prices are in Canadian dollars and are subject to applicable taxes.
- Printing costs, website hosting or domain registration fees are not included in the scope of this project estimate unless specifically outlined in the Scope of Work.
- A 25% deposit is due before commencement of the project. Once the project has commenced, this initial deposit becomes non-refundable.
- Upon completion of the project, payment in full is required before the final project is transferred to the Client.
- Invoices are due upon receipt.
- Work will not commence on the project until all pages of this contract are signed and returned and a deposit is received by EdgeFlow Media.

ASSUMPTIONS AND RESPONSIBILITIES:

- The following components are NOT included in this estimate. If required, regular EdgeFlow Media rates shall apply or an estimate shall be provided.
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- The Client shall supply all applicable textual content, and any available images to be used, in a digital format, prior to commencement of the project.
- EdgeFlow Media may enlist the services of a freelance developer should the requirements of this project necessitate.
- EdgeFlow Media will be available via telephone, email or personal meeting (local clients only) during the course of this project to ensure that the Client's expectations are being met.
- Design and development concepts will be available on the EdgeFlow Media testing server for the Client's review throughout the course of the project.

NOTES:

By signing below you acknowledge that you have read and agree to the information included in this project estimate.

If you would like to proceed with this project, please sign and return all 3 pages of this estimate by:

FAX: 1(866) 830-8912
EMAIL: info@edgeflowmedia.com

Customer Signature

Date



SCOPE OF WORK

Project:
Date:
Prepared by:

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	QTY	RATE	TOTAL	TIMING
Additional Services (as required)				
Stock photography	TBD	\$20.00 ea		
Specialty stock photography	TBD	Market Value + \$15.00 ea		
Custom Photography by EdgeFlow Media	TBD	\$75.00/Hr		
Communications writing	TBD	\$75.00/Hr		
Web application development (databases, e-commerce, etc)	TBD	TBD		
Consultation / Meetings (Initial consultation on project is free)	TBD	\$75.00/Hr		

Customer Signature	Date



TERMS & CONDITIONS

Client:

Date:

EDGEFLOW MEDIA

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1. Fee quoted includes one set of final mechanical artwork or functional website, as described in the Scope of Work (SOW). Changes to this final product will be provided at an additional cost based on the extent and complexity of the changes, at our regular rates as stated below.
2. EdgeFlow Media's regular billing rates are as follows: \$75.00 per hour (billed by the 1/2 hour). Upon full payment of all fees and costs, the following rights to the use of the designs and/or artwork transfer to Client, as noted in section 13.
3. Unless otherwise agreed, EdgeFlow Media shall be accorded a credit line on all published, printed material, to read as follows: www.edgeflowmedia.com
4. EdgeFlow Media reserves the right to use any portion or all of the project as a portfolio advertising piece.
5. Fees quoted are based upon 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 directive is billed in addition to the fees quoted at \$25.00 per hour.
6. Work Change Orders will be issued for additional work and changes requested after approvals or commencement of work. WCO's include a description of the change/addition requested, estimated additional costs, and changes to work schedules/project completion. Client's signature is required on WCO's to proceed with changes/additions.
7. In addition to the fees and costs estimated herein, costs incurred for outside services (TBD), messengers and courier services are billable (at cost). Wherever applicable, sales taxes will be included in billable Items. Travel expenses are billed additionally, at cost.
8. All purchases made on client's behalf will be billed to client. Charges for sales tax, insurance, storage, and shipping and handling are additional to the price of each purchase. In the event the client purchases materials, services, or any items other than those specified by EdgeFlow Media, EdgeFlow Media is not liable for the cost, quality, workmanship, condition, or appearance of such items.
9. Fee Billing: twenty-five (25) percent prior to project commencement, zero (0) percent following completion of concept development, zero (0) percent upon completion of design development, seventy-five (75) percent upon completion of production and prior to delivery to the client. Invoices are payable upon receipt.
10. Upon commencement of the project, the initial payment of twenty-five (25) percent becomes non-refundable.
11. The Client and EdgeFlow Media may terminate the project based upon mutually agreeable terms to be determined in writing.
12. The information contained in this proposal is valid for 30 days. All fees and costs are estimated. EdgeFlow Media's ability to meet deadlines is predicated upon Client's provision of all necessary information and approvals in a timely manner. Changes in scope of work and/or project specifications may require a revision to the information provided herein or in the Project Estimate. If the Client fails to provide information or approvals in a timely manner, the Project may lose priority and be rescheduled at the discretion of EdgeFlow Media. All timelines will be laid out in the Scope of Work portion of the Project Estimate.
13. Design documents including, but not limited to, sketches/comps, designs, illustrations, photography, models, and all other design documents are the exclusive property of EdgeFlow Media. Exclusive copyright of these materials is reserved by the EdgeFlow Media; upon full payment of all fees and costs, Client is granted the right to use the designs contained in these materials as per project contract or as specified below. Rights transferred are limited to: final design product only and does not include EdgeFlow Medias working files. All others rights remain the exclusive property of EdgeFlow Media.
14. Terms: Invoices are payable upon receipt.
15. Credit Card payments are subject to a 3% transaction fee. If you choose to pay via credit card, please contact us and a new credit card invoice will be emailed to you with payment instructions.
16. Stock images that EdgeFlow Media is required to supply for the project will be billed at \$20.00 each for standard stock images and will be archived by EdgeFlow Media on behalf of the Client for use in future projects designed by EdgeFlow Media. Exclusive copyright of these images is reserved by EdgeFlow Media or the photographer. Custom photography is available at our regular rate of \$75.00/hr. Specialized stock photography may be available and will be billed at market value plus a \$15.00 surcharge.
17. Photographic images supplied by the Client shall be a minimum image size of 800 x 600 pixels at 72dpi for website development and a minimum image size equal to the final output size that is required, at 300dpi for print projects.
18. Images that are supplied as print photographs will be subject to a scanning and correction fee of \$20.00 each. Images that are supplied as photographic negatives shall be subject to a negative scanning and correction fee as determined by the requirements of the project.
19. Any changes to the final project by the Client are done at their own risk. Regular EdgeFlow Media billing rates apply to any corrections that are required to the project before, during or after completion. The EdgeFlow Media name or logo shall not appear on any artwork that has been changed by the client unless express written consent is granted by EdgeFlow Media. In the event of any website changes performed by the client to the final project, any author descriptions, meta tags and alt tags referring to EdgeFlow Media must be removed.
20. EdgeFlow Media is not liable for any damages or expenses incurred by the client in the use of any part or all of the project.
21. EdgeFlow Media in not responsible nor liable for the accuracy of any content provided by the Client. By supplying content (including, but not limited to images, photographs, graphics, text) you are warranting that you own all proprietary rights, including copyright, in and to the content. In addition, to the extent that the content contains images of people, persons, property or structures, you represent and warrant that you have obtained a valid and binding model or property release from all required parties allowing the applicable use of this image. The Client agrees that neither EdgeFlow Media nor any of its directors, officers, employees, partners, affiliates or agents shall be liable for any damages, whether direct, indirect, consequential or incidental, arising out of the use of, or the inability to use any content. These Terms & Conditions will be kept on file with EdgeFlow Media and shall apply to any future projects unless the Client is notified in writing.
22. Any printing costs associated with the Project must be paid for in full before the project is sent to press.
23. Any project that is stalled by the client for more than 30 days beyond the scheduled completion date shall be archived. Archival fees will apply to reactivate the project and the project shall be rescheduled for a future date as available in EdgeFlow's work calendar.
24. Should a project be stalled by the client for more than 30 days beyond the scheduled completion date and that project is deemed by EdgeFlow Media to be completed as far as possible given the information and content provided, the full dollar amount as laid out in the signed contract (minus any deposits or payments) shall become due and EdgeFlow shall immediately bill for this amount.
25. Domain name registration is not the responsibility of EdgeFlow Media unless otherwise agreed upon in writing. The client is solely responsible for renewing their domain name(s). Any domain name that EdgeFlow Media registers on behalf of the client shall be registered entirely in the Clients name and with the Clients applicable information. Should the Client require the assistance of EdgeFlow Media to transfer, renew or register a domain name, regular billing rates may apply.
26. Unless otherwise stated in the Scope of Work, EdgeFlow Media shall use W3C compliant HTML, CSS , Javascript and PHP coding in all website development projects. Any existing hosting account to be used must support this technology or The Client shall be responsible for any costs involved in converting their hosting account for compatibility.
27. The Client acknowledges that website coding languages, internet browsers and server technologies are constantly evolving. Because of this EdgeFlow Media shall not be held responsible for any costs associated with updating any portion of the client's website due to future incompatibilities.
28. Unless specifically noted by The Client in writing, it is assumed that this website is not required to be Accessibility Compliant and EdgeFlow Media shall not be held responsible for any related liabilities.
29. Silver Barrel Solutions (www.silverbarrel.com) is a separate company from Edgeflow Media, but works closely with Edgeflow Media to provide hosting and domain name solutions. Any website hosting, domain name, or email questions should be directed to info@silverbarrelsolutions.com
30. Unless otherwise stated, EdgeFlow Media will receive and archive a backup copy of The Clients formmail submissions. These formmail submissions are kept strictly confidential and may be requested by The Client at any time.

By signing below you acknowledge that you have read and agree to the EdgeFlow Media Terms & Conditions. (v8.1.7)

Customer Signature

Date