BEN ARDEN
www.benarden.com

Contract #	
Sales Rep:	Received Date:
Exp Proof Date:	Exp Completion Date:

Any changes or additional information submitted in-between the received date and proof date is subject to an additional fee an extended proof date. Once the client has initiated an approved the proof, work will begin on the final proof. Any changes or additional information submitted after the proof approval is subject to an additional fee an extended completion date.

Proof Approval Initials: Date :

Service Invoice

Company Name:	Contact Person:	
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:

Project Information

- ☐ AD CARDS
- ☐ BUSINESS CARD
- ☐ LOGOs
- ☐ PRODUCT IDENTITY
- ☐ PRINT AD
- ☐ PUBLICATION LAYOUT
- ☐ WEB DESIGN
- ☐ CD PACKAGE
- ☐ BROCHURE
- ☐ QUOTE (valid for 30 days)
- ☐ OTHER

Project Description	size	price

Printing Information

- ☐ AD CARDS
- ☐ BUSINESS CARDS
- ☐ PRODUCT IDENTITY
- ☐ PRINT ADS
- ☐ PUBLICATION LAYOUT
- ☐ IDENTITY PACKAGE
- ☐ CD PACKAGE
- ☐ BROCHURES
- ☐ OTHER

Printing Description	quantity	paper grade	size	price

Web Hosting/Domain Registration

Preferred Domain Name :

1. _____ (com, net, biz)
2. _____ (com, net, biz)
3. _____ (com, net, biz)

Preferred User I.D. _____ Password _____

Shipping Information

To: _____

_____

_____

CREDIT CARD INFO

DISCOVER VISA MasterCard

EXP. DATE _____ **CCV code** _____

Billing Info: _____

_____

_____

X _____

CARD HOLDER SIGNATURE

I authorize Ben Arden to charge the following against my credit card.

Total

Additional fees may apply if additions are made to the service agreement.

First Payment

50% of total service is due before any work commences.
100% of total is due is work amounts for $200 or less
30% of total service can be paid on jobs $1500 or more.

☐ Cash ☐ Debt ☐ Paypal ☐ Square
Initial / Date

Second Payment

Due after proofing approval for 30% payments and before final completion begins.

☐ Cash ☐ Debt ☐ Paypal ☐ Square
Initial / Date

Final Payment

Due within 3 days of project completion.

☐ Cash ☐ Debt ☐ Paypal ☐ Square
Initial / Date

I the client, _____ hereby accept the above fee, specifications, and conditions as outlined in the entire service contract agreement.
I authorize the execution of the project as outline.

Signature _____ Date: _____ Ben Arden _____ Date: _____

Proof Waiver

I the client, _____ agree that the final project is free from spelling or grammatical errors. I have reviewed and I accept the final project proof. I also understand that I'm only entitled to receive print ready or non-workable versions of files (jpegs, tiffs, swf's, etc.) and that the edible or workable files are the ownership of Ben Arden. If I would like own or obtain the workable files an additional fee will apply. I also understand that Ben Arden reserves the right to use my material(s) for solicitation purposes. If I would like my material to be disclosed an additional fee or agreement must be reached.

Signature _____ Date: _____ Ben Arden _____ Date: _____