

## **SCHEDULE B: PROJECT ORDER NO. 1**

This Project Order No. 1 is entered into as of the date last signed by and between **ABX Studios**, and **Britt Calvert**. This Project Order No. 1 defines the Services, Schedule, Fees and other specifications for work to be completed by ABX Studios for Britt Calvert.

1. **TERM OF PROJECT ORDER.** The period of performance for this Project Order No. 1 shall begin on May 15, 2023 and shall be completed no later than July 31, 2023. Any extension beyond the Expiration Date must be in writing and signed by both parties.
2. **SCOPE OF SERVICES AND DELIVERABLES.** ABX Studios shall provide the following Services and Deliverables to Client:

### **2.1 Brand Strategy Session**

- 2.1.1 Description: Brand strategy development through research and consultation.
- 2.1.2 Deliverables: Brand strategy sheet guide
- 2.1.3 Revisions: None
- 2.1.4 Does not include: Printing expenses.
- 2.1.5 Fee for Service and Deliverable: \$100.
- 2.1.6 Due Date for Deliverables: June 31, 2023.

### **2.2 Logo Mark**

- 2.4.1 Description: Design, revise, and refine enterprise logo mark with variations
- 2.4.2 Deliverables: Logo file package (10+ files) with color, size, and format versions.
- 2.4.3 Revisions: 2 Revisions
- 2.4.4 Does not include: N/A.
- 2.4.5 Fee for Service and Deliverable: \$250.
- 2.4.6 Due Date for Deliverables: June 31, 2023.

## **3. PAYMENTS.**

3.1 Compensation. For all of the services described above, the client shall pay ABX Studios a total of \$350. Any additional deliverables outside of the scope of this document will incur additional fees. Payments may be made upfront or before the first meeting.

3.2 Terms of Payment: Unless a mutually agreed Advance for Expenses, receipts for authorized expenses and invoices for services must be presented to the client before payment can be made. Payment will be sent either by check, by wire transfer, or Federal Express.

4. **CLIENT MANAGER AND DIRECT REPORT.** ABX Studios shall report to and receive direction from Britt Calvert and additional members. Diego Alexander Balcells shall be Britt Calvert's primary contact at ABX Studios.

5. **TIMELINE.** If any milestone and/or delivery is delayed due to late feedback or approvals, overages will incur. In the event that the client notifies ABX Studios in writing of delays in its project timeline, ABX Studios may slow or stop work accordingly, and ABX Studios will initiate scheduling a conference with the client to coordinate and determine new due dates and timelines, which shall be memorialized in writing. If the client fails to respond or places the project on hold for longer than ten (20) business days without prior notice and agreement, a new Project Order will be required to continue.

7. **AUTHORIZATION.** This Project Order No. 1 is authorized and incorporated fully by reference in the above-identified Agreement through the signatures below. By their signatures below, each party agrees to be bound by these terms and conditions.

AGENCY:

CLIENT 1:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_