

Graphic Design Contract Template

Free template. Adapt for your jurisdiction. Not legal advice.

BETWEEN:	
DESIGNER:	
CLIENT:	
DATE:	

01 PARTIES

This Agreement is between
, located at
("Client") and
, located at
("Designer").

02 SCOPE OF WORK AND DELIVERABLES

Designer agrees to provide the design services described in Schedule A: Scope of Work (the "Services"). The Scope of Work will list all deliverables, such as logo concepts, brand guidelines, website page designs, social media templates, print assets, or other agreed items, including format, quantity, and any technical specifications. Work requested by Client that is not listed in the Scope of Work will be treated as a change request and may require a new quote. Schedule A, example scope of work

- Brand strategy workshop, 1 session, 2 hours.
- Logo design, three initial concepts, two revision rounds on selected concept, final files in SVG, PNG, and EPS.
- Brand style guide, 8 to 12 pages, covering color palette, typography, and logo usage.
- Website design, homepage and two internal page templates, desktop and mobile.

A simple Scope of Work can live on the same document or as an attached page.

03 TIMELINE AND MILESTONES

The Project is expected to run from
to
, subject to timely feedback and approvals from Client. A detailed timeline with key milestones will be included in the Scope of Work. Designer will make reasonable efforts to meet agreed dates, but is not responsible for delays caused by late feedback, incomplete materials, or changes requested by Client.

04 CLIENT RESPONSIBILITIES

Client agrees to provide all necessary content, brand assets, copy, and approvals in a timely manner. Specifically, Client will:

- Assign a single primary contact for feedback and approvals.
- Deliver brand assets (logos, fonts, existing guidelines) before the project start date.
- Provide consolidated feedback within five (5) business days of each deliverable.

Delays in providing materials or feedback may extend the project timeline and may result in additional fees if the delay causes rescheduling.

05 REVISIONS

The project fee includes up to
rounds of revisions per deliverable as described in the Scope of Work. A revision round means a consolidated set of feedback on a specific draft. Additional revisions or major changes requested after approval will be billed at \$
per hour or at a quoted flat fee, at Designer's discretion.

06 INTELLECTUAL PROPERTY AND USAGE RIGHTS

Unless otherwise stated, Designer retains ownership of all preliminary work, documents, files, and intellectual property created during the Project. Upon receipt of full and final payment, Designer grants Client an exclusive, perpetual, worldwide license to use the final approved deliverables for the purposes described in the Scope of Work, including print, digital, social media, advertising, and internal communications. Any use outside that scope, including resale, redistribution, or use in third party products, requires a separate license.

07 SOURCE FILES

Delivery of editable source files is not included unless explicitly listed in the Scope of Work. If Client requests source files, Designer may charge an additional fee to prepare and transfer them. Designer may keep archival copies of all files.

08 PAYMENT TERMS

The total project fee, payment schedule, invoice due dates, and late fee policy are described in section Fees and payment schedule above and in the Scope of Work. Work begins only after the initial deposit is received. If any invoice remains unpaid for more than
days, Designer may pause work until payment is received and may withhold delivery of final files.

09 KILL FEE AND TERMINATION

Either party may terminate this Agreement with
days' written notice. If Client terminates, Client will pay for all work completed up to the termination date, including any applicable kill fee as described in section Project cancellation and kill fee. If Designer terminates due to Client's breach, Client will pay for work completed up to that date. Upon termination and payment, Designer will deliver all completed deliverables in their current form.

10 CONFIDENTIALITY

Both parties agree to treat non public information received from the other party as confidential and to use it only for purposes of the Project. Confidential information includes business plans, financial information, unreleased product information, and any materials marked "confidential." This obligation does not apply to information that is publicly available, received from a third party without breach, or independently developed without reference to confidential information.

11 LIABILITY LIMITATION

To the extent permitted by law, Designer's total liability under this Agreement is limited to the amount of fees actually paid by Client for the Project. Designer is not liable for any indirect, incidental, special, or consequential damages, including lost profits or lost data, arising out of or related to this Agreement or the Services.

12 WARRANTIES

Designer represents that the final deliverables are original and do not knowingly infringe the rights of any third party. If the work includes materials provided by Client (for example logos, fonts, or images), Client warrants that it has the rights to use those materials and will indemnify Designer against claims arising from their use.

13 GOVERNING LAW AND DISPUTE RESOLUTION

This Agreement is governed by the laws of _____, without regard to its conflict of laws rules. Any disputes will first be addressed through good faith negotiation. If the parties cannot resolve a dispute within 30 days, they agree to consider mediation or arbitration before pursuing court action.

That covers the fundamentals. You can add extras like non solicitation or non compete clauses if you operate in industries where those matter, but most design studios do not need them in standard contracts.

SIGNATURES

DESIGNER	CLIENT
SIGNATURE	SIGNATURE
NAME	NAME
TITLE	TITLE
DATE	DATE