

Hourly/Retainer Agreement



CLIENT INFORMATION	
CLIENT NAME	_____
COMPANY NAME	_____
ADDRESS	_____
CITY/STATE/ZIP	_____
EMAIL	_____
PHONE	DAY _____
	EVE _____
	CELL _____

CLIENT ACKNOWLEDGEMENTS (INITIAL EACH ITEM)

1. SERVICES WILL BE AVAILABLE MONDAY THROUGH FRIDAY. WORK PERFORMED ON THE WEEKENDS AND/OR HOLIDAYS WILL BE SUBJECT TO AVAILABILITY. **INITIAL** _____

2. I UNDERSTAND THAT TYPING BUG WILL MAKE EVERY EFFORT TO MEET REQUESTED DUE DATE BARRING UNFORESEEN PROBLEMS, EQUIPMENT/INTERNET FAILURE OR ILLNESS. IF THIS OCCURS, I WILL BE NOTIFIED IN ADVANCE AND IF A DELAY IS NOT FEASIBLE, A SUBSTITUTE CAN BE OBTAINED OR MONIES RETURNED. **INITIAL** _____

3. I ACKNOWLEDGE TYPING BUG'S CONFIDENTIALITY POLICY THAT BOTH MINE AND MY CUSTOMERS/CLIENTS INFORMATION WILL BE COMPLETELY CONFIDENTIAL. **INITIAL** _____

4. I UNDERSTAND THAT TYPING BUG IS AN INDEPENDENT CONTRACTOR AND IS NOT AN EMPLOYEE OF MINE OR MY COMPANY. I AM NOT RESPONSIBLE FOR PROVIDING ANY EMPLOYEE-TYPE BENEFIT OR WITHHOLD ANY TAX LIABILITY. **INITIAL** _____

5. IF HOURLY, I UNDERSTAND THE FIRST HOUR IS DUE BEFORE WORK WILL BEGIN. REMAINING TIME WILL BE BILLED IN 15 MINUTE INCREMENTS. **INITIAL** _____

6. IF RETAINER, I UNDERSTAND THAT I WILL PAY A RETAINER FEE OF \$_____ FOR A TOTAL OF ___ HOURS OF SUPPORT. I UNDERSTAND THAT NO WORK WILL BE PERFORMED UNTIL PAYMENT AND THIS SIGNED AGREEMENT ARE RECEIVED. RETAINER HOURS MUST BE USED WITHIN SIX (6) MONTHS OF THE DATE OF THIS AGREEMENT. AN AGREEMENT THAT HAS BEEN IN EXISTENCE FOR 30 OR MORE DAYS IS NOT SUBJECT TO ANY REFUND. **INITIAL** _____

7. I UNDERSTAND THAT ONCE THE RETAINER HOURS HAVE EXPIRED, I MAY ELECT TO CHANGE TO ANOTHER PLAN. AN INVOICE WILL BE EMAILED AND PAYMENT IS EXPECTED BEFORE WORK WILL CONTINUE. IF I CHOOSE TO OPT TO A HOURLY PLAN, BILLING WILL BE AT \$35 PER HOUR. IF MORE THAN 90 DAYS HAVE PASSED BETWEEN EXPIRATION OF THIS AGREEMENT AND DESIRED RENEWAL, A NEW AGREEMENT WILL BE REQUIRED. **INITIAL** _____

8. I UNDERSTAND IT IS MY RESPONSIBILITY TO REVIEW WORK AND NOTIFY WITHIN 24 HOURS ANY CHANGES NEEDED. AFTER THAT, CORRECTIONS WILL BE MADE AT HOURLY RATE OF \$35/HOUR. **INITIAL** _____

9. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL DIRECT EXPENSES SUCH AS COPY, SHIPPING, PRINTING, BINDING, ETC. THESE EXPENSES WILL BE CHARGED AT ACTUAL COST AND IS NOT INCLUDED IN RATE PLAN. **INITIAL** _____

10. TYPING BUG USES PAYPAL FOR BILLING. I UNDERSTAND I WILL BE EMAILED AN INVOICE AND WILL PAY THROUGH PAYPAL REGARDLESS WHETHER I HAVE AN ACCOUNT WITH THEM OR NOT. PAYPAL ACCEPTS VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER AND BANK CHECK. **INITIAL** _____

11. I UNDERSTAND THAT ALL WRITTEN OR TANGIBLE MATERIAL, INCLUDING COPIES, REPRODUCTIONS, OR OTHER MEDIA SUPPLIED BY ME WILL BE RETURNED AT END OF PROJECT. **INITIAL** _____

12. I GIVE PERMISSION FOR TYPING BUG TO RETAIN AN EXAMPLE OF MY PROJECT(S) FOR HER PORTFOLIO AS LONG AS ANY CONFIDENTIAL INFORMATION IS REMOVED BEFORE DISPLAYING. **INITIAL** _____

13. I ACKNOWLEDGE THAT TYPING BUG HAS THE RIGHT TO CHANGE RATES, TERMS, CONDITIONS AND REISSUE A NEW AGREEMENT ONCE A YEAR OR AS CIRCUMSTANCES NECESSITATE. IF THIS OCCURS DURING THE PERIOD OF THIS AGREEMENT, THIS AGREEMENT WILL REMAIN IN EFFECT. IF THIS AGREEMENT EXPIRES AND THERE IS A TIME LAPSE BETWEEN THIS AND A NEW AGREEMENT, CURRENT RATES AND CONDITIONS WILL APPLY. **INITIAL** _____

14. IF AT ANY POINT OUR BUSINESS RELATIONSHIP IS NOT WORKING TO OUR MUTUAL OR INDIVIDUAL SATISFACTION FOR ANY REASON, BOTH PARTIES MAINTAIN THE RIGHT TO VOID THIS AGREEMENT BY GIVING THE OTHER PARTY A 10 DAY WRITTEN NOTICE VIA FAX/EMAIL. AT THAT TIME, I UNDERSTAND I WILL OWE ANY OUTSTANDING DEBTS (DIRECT EXPENSES, ETC). I ALSO ACKNOWLEDGE THAT ANY PORTION OF RETAINER FEE THAT HAS ALREADY BEEN PAID WILL NOT BE REFUNDED IF AGREEMENT HAS BEEN IN EFFECT FOR 30 OR MORE DAYS. **INITIAL** _____

DATE OF AGREEMENT	_____
AGREEMENT EXPIRATION	_____
CLIENT SIGNATURE	_____
TYPING BUG SIGNATURE	_____

TYPING BUG WILL COMPLETE THIS SECTION

CLIENT TYPE (NEW OR EXISTING) _____

CLIENT ACCOUNT NUMBER _____

DATE WELCOME PACKET MAILED (NEW CLIENT ONLY) _____

DATE INITIAL DEPOSIT PAID (HOURLY ONLY) _____

DATE INITIAL RETAINER FEE PAID _____

DATE RENEWAL #1 PAYMENT PAID _____

DATE RENEWAL #2 PAYMENT PAID _____

DATE AGREEMENT TERMINATED _____

APPLICABLE DISCOUNTS? _____

REFERRAL DISCOUNTS? _____