



# A Walk Down Memory Lane

Lisa Ver Burg  
920 E Ryan Drive  
Tea, SD 57064  
(605) 498-0057  
lverburg@ivnet

## CONSULTANT/CLIENT CONTRACT AND GOOD FAITH ESTIMATE

The following represents an agreement for Custom Album Assembly between A Walk Down Memory Lane (Lisa Ver Burg), and the listed client. Prices quoted are an estimate and may actually be higher or lower depending upon the complexity of the project.

Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: H: \_\_\_\_\_ W: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Consultant Responsibilities and Compensation

- Consultant will meet with client initially to determine client needs and preferences for the project, review costs, and to assist the client in how best to organize photos to maximize the consultant's effectiveness. This consultation will be free of charge.
- Labor for page layout and design will be charged at \$15 per two-page spread for a "Beyond Basics" page and \$10 for a "Just the Basics" two-page spread. If the client chooses to pay consultant per hour, the hourly fee will be \$15 per hour.
- If the client is paying hourly, supplies will be charged on an as used basis. The client will receive an itemized invoice for everything used while designing the album. Client may choose to supply stickers, die cuts or paper. Whatever materials left from these packages will be returned to the client.
- Consultant will use professional judgment to crop photographs, clip corners, mat photos, complete layout design, and add decorative touches such as stickers, borders, and embellishments.
- Consultant may add some titling, but **will not** do the writing or journaling. Space will be left for client to journal, dependent upon how much the client wishes to write. Consultant has a computer program that can change the client's handwriting into a computer font, and for a nominal fee, will make the handwriting into a font and will then use journaling if given the text for the page.
- Consultant will meet with client periodically throughout the project to review progress and obtain payment for work to date.
- As album pages are completed, consultant will provide the pages to the client, with a pack of pens, so client can do the writing. Consultant will collect the pens and pages to assemble the album.
- At the completion of the project and when all payments are received, consultant will provide client with fully assembled album, complete with page protectors if a strap hinge album is used.

# Client Obligations

- The client must do the organization of all pictures by topic, event, or time. (Whichever way the client wants the photos in the album.)
- Client will mark which pictures **MUST** be in the album, and then allow consultant to edit and crop as needed. Client will also mark which pictures **should not** be cropped or **should not** be permanently mounted.
- The client keeps all photo negatives and duplicate pictures. We will use your original photos, so if there is something you're not happy with, keeping any duplicates and negatives will allow us to redo the page. This also helps us reconstruct anything in case of damage done to photos due to fire, act of God, etc. beyond the control of your consultant. If you do not have duplicates or negatives, please make copies of your original photograph.
- Notations on the backs of pictures are not recommended, since consultant does not refer to the back of a picture until it is time to put on the adhesives. Please make any notes on Post-it notes attached to the **BACK** of the photo.
- Client and consultant will determine how best to prioritize photos.
- Memorabilia of unknown pH content is added to the album at the client's risk. Consultant will decorate using proven acid free materials, but cannot ascertain safety of memorabilia. There are many ways to show off your memorabilia such as page pockets, etc. that don't touch your photos.
- Client agrees to pay for album and initial supplies such as refill pages prior to consultant beginning the project.
- Client agrees to pay for ongoing work as it is completed and presented during meetings with consultant.
- Client understands that if additional photos or memorabilia are added to the project after the initial estimate has been made, the number of pages is likely to increase. This in turn will increase the total cost of the project.
- Checks and cash only - No credit cards accepted at this time.
- Only one album will be completed per customer at any one time.
- Intermittent/final meetings scheduled:
  - 1) \_\_\_\_\_ after 5 pages have been completed
  - 2) \_\_\_\_\_ after 10 pages have been completed
  - 3) \_\_\_\_\_ after 45 pages have been completed
- Service time charges will vary depending on cropping, decoration and intricacy of final pages. A Walk Down Memory Lane's Custom Album services automatically include use of our personal stock of templates, paper scraps, ideas, scissors, rulers and other supplies such as punches, die cutters and computer.

# Initial Estimated Cost of Project (final cost may vary)

Estimated Number of Photos: \_\_\_\_\_  
Estimated Number of Pages : \_\_\_\_\_

Approximately 4-6 pictures per page  
45 pages recommended to fill 12X12 album – this depends on  
the thickness of your pages

Labor and Materials: \_\_\_\_\_  
Quantity/Type Cost Album: \_\_\_\_\_

10 pages included with album price (or 5 sheets)

Additional pages: \_\_\_\_\_  
Adhesives: \_\_\_\_\_

Will require at least one (1) Tape Runner per full album

Cardstock: \_\_\_\_\_  
Can purchase by sheet or by pack

Stickers: \_\_\_\_\_  
Can be supplied by client

Die Cuts: \_\_\_\_\_  
Can be supplied by client

Other Mounting Supplies: \_\_\_\_\_  
Photo Corners, Photo Mounting Sleeves

Estimated Materials Subtotal: \_\_\_\_\_  
Sales Tax on Materials – 6%: \_\_\_\_\_  
Labor (\$15 per hour): \_\_\_\_\_  
TOTAL Estimate: \_\_\_\_\_

This agreement is mutual and has been entered into by the undersigned on \_\_\_\_\_  
(date)

\_\_\_\_\_  
A Walk Down Memory Lane Client

\_\_\_\_\_  
A Walk Down Memory Lane  
Lisa Ver Burg

I will not begin your album for at least three (3) days so the client can cancel the contract within three (3) days of signing.