

Company Profile

Company _____
Website Address _____
Address _____
Street _____
City _____ State _____ Zip _____
Office Phone Number _____
Fax Number _____

Primary Contact

Name _____
Email _____
Phone Number _____
Position Title _____
Skype/Other _____

Services Requested

Print & Branding

- | | |
|-------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Corporate Branding Kit | <input type="checkbox"/> Album Covers & Booklet |
| <input type="checkbox"/> Logo / Identity | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Business Card | <input type="checkbox"/> Apparel Design |
| <input type="checkbox"/> Envelope Design | <input type="checkbox"/> Sticker Design |
| <input type="checkbox"/> Stationery | <input type="checkbox"/> Banners |
| <input type="checkbox"/> Process Documents | <input type="checkbox"/> Door Hangers |
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Magnets |
| <input type="checkbox"/> Presentation Folders | <input type="checkbox"/> Calenders |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Rack Cards |
| <input type="checkbox"/> Information Handout | <input type="checkbox"/> Magazine Covers / Pages |
| <input type="checkbox"/> Advertisement Design | <input type="checkbox"/> Photograph Enhance |
| <input type="checkbox"/> Window Decals | <input type="checkbox"/> Catalogs |
| <input type="checkbox"/> Restaurant Menu | <input type="checkbox"/> Mailer Inserts |
| <input type="checkbox"/> Billboard & Signage | |
| <input type="checkbox"/> Custom Illustration | |
| <input type="checkbox"/> VIP Passes & Tickets | |

Screen & Web

- Web Site Design
- Hand Coded Web Site
- Web Site Maintenance
- Web Site Additions
- S.E.O. (Base Application)
- Web Site Analytic Reports
- Web Ad Design
- Automated Social Media
- C.M.S. (Content Management)
- Company E-mail Templates
- E-Commerce
- Pay Per Click
- AdWords
- PowerPoint/KeyNote Template
- Custom PDF Editing

Comments / Other _____

www.glustik.com

Project Deadline _____

How did you hear about us? _____

Project Estimate

Total _____ Monthly _____
Budget Approval _____

Contract Agreement

THIS AGREEMENT is made between GLUSTIK MULTIMEDIA of Nevada / Ohio and _____ (“Entity”) of _____ (“State”) on _____ (“Date”). Whereby, the Contractor and the Owner, for the consideration named parties hereby agree to its legal sufficiency in a court of law, and agrees to the following:

Article 1: CONTRACT PAYMENT - One third (30%) of the total bill (based on initial estimate) is due upon signing this document. Additional payments will be due at the end of each phase¹ until the total sum (100%) is fulfilled. In some cases one half (50%) may be due before work will start.

Article 2: BREACH - Any failure to make payment when due, shall be deemed a material breach of contract. Contractors will cease work with breach pending payment. In addition, failure to provide client content on or before its due date will also fall under a breach of this agreement.

Article 3: BACKTRACKING - If at any point the client requests a change from a previous phase¹, already signed off by the client, then additional payment will be required. Backtracking costs are variable, and project specific.

Article 4: REVISIONS - Most (not all) projects have a standard of (3) revisions. Revisions beyond (3) are entitled to additional cost relative to the projects extensiveness.

Article 5: CONCEPTS - The number of initial design concepts will be specified upon signing. If the client is fully dissatisfied with the concepts provided based on his/her needs, then additional concepts may be created for an additional cost.

Article 6: OWNERSHIP - Ownership of rights of use are given to the paying client. Print and website ownership/administration and editable source files (AI,PSD,PDF,CSS,HTML,etc) are given to the client, however any and all web coding (CSS,HTML,JAVA,PHP,etc) written by gluSTIK Multimedia Inc, are NOT to be reproduced, and gluSTIK Multimedia Inc, maintains full ownership over the source coding. gluSTIK Multimedia Inc, also retains the rights to exhibit any and all work done for company portfolio purposes.

Article 7: MAINTENANCE - Any updating work or maintenance requested past the initial project will be billed accordingly based on time and complexity. All maintenance requires direct monthly billing from the clients bank account.

Article 8: SOCIAL MEDIA DURATION - A minimum of (6) months (recurring once per month) is required when setting up social media management service(s). Early termination or cancellations will not result in a refund of any missing months.

Article 9: PROJECT COSTS - Through the course of the clients project additional third party resource costs may accrue such as; web hosting setup, stock photography purchase, securing domain names, copyrighting, etc. These service costs will be covered with the clients initial down payment, but will be submitted toward the final sum.

Article 10: CONTENT PROVISION - When content is requested by a gluSTIK Multimedia Inc, representative, it is due within a (15) business day window. If content fails to arrive by the (4th) week, an accruing charge of (\$25) per day starting on the first business day of the week will begin. Failing to provide the complete content (in its entirety) will result in a maximum fine of (\$375) (15 days).

Article 11: AMENDMENTS - Any and all Agreements by the parties that amend, change, or revise the Agreement shall be binding even if such amendments may lack formal legal consideration, provided such agreements are in writing and executed by the party agreeing to be bound thereby. If there is any charge for such amendment change, or revision, the additional charge will be added to the contract price of this Agreement.

Article 12: ENTIRE AGREEMENT - This agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all previous proposals or agreements, oral, written, and all negotiations, conversations or discussions heretofore between the parties related to the subject matter of this Agreement.

Article 13: LIABILITY - gluSTIK Multimedia Inc, assumes that all content, graphics, audio, video, and/or photography provided by the client is “royalty free” and has not be plagiarized. gluSTIK Multimedia Inc, will not be held responsible for any copyright infringements or ownership disputes.

Article 14: PRINTING - If the customer requests a project to be printed by gluSTIK Multimedia Inc, we send a digital proof to both the client (you) and the printers. Once signed off and approved by both parties - gluSTIK Multimedia will assume no responsibility for the cost of miss prints.

Article 15: UNAUTHORIZED ALTERATIONS - If at any point the client releases editable source files to a NON-gluSTIK Multimedia Inc, representative and has them altered, removed, or adjusted, gluSTIK Multimedia Inc, will not be responsible for correcting mistakes without additional payment.

Article 16: FORCE MAJEURE - gluSTIK Multimedia Inc, will not be liable for client ‘loss of revenue’ due to a late campaign elements delayed by weather, loss of power, system failures, or any uncontrollable act that would hinder our completion date.

Article 17: CONTRACT TERMINATION - If at any point the client fails to uphold his/her end of the contract, or is unsatisfied with the service and wishes to cancel business then; there is contract cancelation charge of (20%) of the projects remanding total sum to cover materials used, project fees, labor, and time spent between phases.

¹ Phase: A phase is a project milestone, client approval is required to complete a phase. The proper document will be provided at such point.

² Backtrack: When additional work or changes are requested for a previously approved phase.

³ Additional Cost(s): Price may fluctuate to parallel with the economic environment and are subject to change.

Authorized Signature: _____
Date: _____