

# Content Submission Form

Please complete the following form and give it to your Funeral Director along with your content. Ensure all loose items are securely attached.

## Style

- |   |   |
|---|---|
| <input type="checkbox"/> Playful/Fun-loving     | <input type="checkbox"/> Soft Elegance      |
| <input type="checkbox"/> Comforting Traditional | <input type="checkbox"/> Fresh Contemporary |
| <input type="checkbox"/> Tranquil/Inspirational | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> Warm Spiritual         |   |

Additional Description: (refer to a page in the binder, colour scheme, etc.)

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## Theme(s)

Give a brief description of any possible themes: \_\_\_\_\_

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## Photos/Images

List any images that you are unable to submit but would nevertheless like to have included (i.e. places, objects, etc.):

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## Submitted Materials

With this form you are submitting: (check off all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Printed Photos | <input type="checkbox"/> Printed Document      |
| <input type="checkbox"/> Slides         | <input type="checkbox"/> Electronic Document   |
| <input type="checkbox"/> Negatives      | <input type="checkbox"/> Memorabilia / Objects |
| <input type="checkbox"/> Digital Images | <input type="checkbox"/> _____                 |

All photos/negatives/slides will be handled with the utmost care.

*KEEP IN MIND : The quality of the final piece will depend on the clarity of the images supplied.*

Please attempt to include the following:

- Dates of photos
- Names/descriptions of people in photos
- Copyright information for any music or poetry

## Display Binder

Would you be comfortable having your finished project included in a Funeral Home's display binder?

- Yes  No

## Signature

I agree to the *Terms and Conditions* (see reverse) laid out by Better if Personal Design.

\_\_\_\_\_  
Client Signature

NOTES / INSTRUCTIONS :

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## Payment Terms

### DEPOSIT:

- Required before project starts to help cover start-up expenses, materials or press-work.
- Will be discussed with the client and determined on a individual project basis.
- **BIPdesign** can change the deposit amount at any time with an explanation.

### General Guide to Determine Requested Deposit

PROJECT SIZE/TYPE	% OF ESTIMATED TOTAL COST
Small or short-term	50%
Large or long-term	25%

### FINAL BILLING:

- Full payment must be made upon product delivery. Disputes must be made within 12 hours of receiving the invoice.

### CANCELLATION FEE:

- The client must immediately notify the Funeral Home and/or **BIPdesign** if there are any serious concerns. **BIPdesign** must address these concerns.
- Cancelling a completed or uncompleted project may result in the invoicing of work already completed.
- Upon cancellation, elements of the project shall be returned to and retained by **BIPdesign** (Brigitte Land). The client is prohibited from using any of these elements.
- Upon cancellation, all content submitted shall be returned to the client immediately.

## Production/Delivery of Project

- Changes exceeding original job specifications that involve extra costs will be discussed and approved by client.
- Any excessive revisions requested by the client not covered in the estimate will result in additional costs.

## Proofing of Final Project

- **BIPdesign** is not responsible for any errors contained in the final product after the client has approved the final proof and the product has been printed.

## Claims

- The client has 15 days to claim any defects, damages, or shortages in writing after delivery of all or any part of the order. Claims submitted after 15 days will not be accepted.

## Ownership of Artwork

- Until paid for by the client, **BIPdesign** owns all originals and artwork. Once paid for, the client will own the final artwork to use as desired (except illustrations or photography not from the client). All preparatory artwork remains the property of **BIPdesign**. At extra cost the client can obtain the originals.
- **BIPdesign** has the right to use the completed project and any preparatory artwork for design competitions and publications, education, marketing, and portfolio. The client will be given credit where appropriate.

## Acceptance of Agreement

- By signing the contract the client accepts the specifications and conditions mentioned.
- This agreement is not valid until signed by client and returned to **BIPdesign**.