

Michele Stapleton

Album Contract

Pricing: Prices for all albums *except the flush mount album* include three rounds of revisions (design changes) at no extra cost. Additional changes are available at \$50 per hour.

When we present the first draft to you we will also set a “revision week” within the next six weeks. Our goal is to find a week during which you will be available to work with the designer to make all the changes needed. If we select a week that is not convenient for you, please help us find another week that will work.

Prices for albums are locked in on the date this album contract is signed (even if our prices go up in the meantime) so long as there is no excessive delay on your part in the revision process. However, if you are not able to finalize your revisions within six weeks after we present the first draft and at the same time our prices are going up, we reserve the option to impose the prices in effect at the time the album is finalized. **Please download and attach a current album price list from http://www.michelestapleton.com/form/Price_List_Albums.pdf** (Prices include delivery within the continental U.S. Delivery to other addresses are available at actual cost.)

Any photo changes should be made in the first round of revisions. (In the first round you should add any photos that we did not include but that you want, and delete any photos that we included but that you do not want.)

Taxes: Sales tax must be added to any album delivered in the state of Maine. If an album credit is used for an album delivered in Maine, sales tax must be imposed on the *entire* wedding contract price. For albums delivered in other states use tax, if applicable, is the customer’s responsibility.

Album Images: We will select all images for the first round, providing our vision for your album. (You can change as many images as you want in the first revision round.) If you have any must-have images you can submit them with this contract.

Delivery date: Albums are created on a first-come, first-served basis. Production times vary from manufacturer to manufacturer. Please allow six months for delivery of all albums.

Album Credit: We can start on your album design if the album credit on file covers at least 2/3 of the anticipated album price. However, when the design is finalized we ask for payment in full before we begin production. All albums are special-order products.

Cancellation: If an album is cancelled after you place an order, we may retain up to 2/3 of the album price to cover work already done. Once the design is finalized and your balance is paid in full, the album order will be placed with the manufacturer and we may retain the entire price if the order is cancelled.

Proofreading: We make every effort to properly spell all names and to check dates, but unfortunately we can make mistakes. Proofreading is ultimately the clients’ responsibility. Please carefully proofread all text in your album. Revisions to a completed album are costly, and we ask that you bear this expense if an album is produced exactly as approved. If you have problems reading any of the text in your album, please let us know. We are happy to send you larger copies of the pages on which type appears.

Name _____

Mailing Address _____

Album Ordered _____

Signature _____ Date _____