



# Business and Legal Forms for Graphic Designers

*Eva Doman Bruck, Tad Crawford*

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## **Business and Legal Forms for Graphic Designers** Eva Doman Bruck, Tad Crawford

This classic industry tool, now in its fourth edition, brings together more than fifty essential and ready-to-use forms for graphic designers. All forms are accompanied by thorough explanations and are made available on CD-ROM so that they can be easily customized. *Business and Legal Forms for Graphic Designers* also provides step-by-step instructions, advice on standard contractual provisions, and unique negotiation checklists so you can deal correctly with clients and manage your office efficiently. Included are:

- Project plan and budget
- Proposal form
- Credit reference form
- Job index
- Job sheet
- Time sheet
- Studio production schedule
- Estimate request form
- Artwork log and digital file management
- Project confirmation agreement
- Website design agreement
- Contract with illustrator or photographer
- Employment agreement
- Applications for copyright registration of designs
- Trademark application
- Commercial lease
- And many more

New to this edition are forms for arbitration, general and mutual releases, employee warning and dismissal letters, and promissory notes. Don't get stuck paying expensive lawyers' fees or accepting less than what your designs are worth. Whether you are an established designer or just starting out, this guide will help you to save money, protect yourself, and negotiate for maximum profit.

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