

Eureka Scope of Work Agreement

Project Information

Start by entering basic details about the project so both parties clearly understand who's involved and what this agreement covers.

- **Project Title:** _____
- **Date of Agreement:** _____
- **Client Name:** _____
- **Artist Name:** _____

Description of Deliverables

This section defines exactly what you are expected to create or deliver. Be as specific as possible about the materials, sizes, file types, and formats.

Example:

- Ten (10) original 12×18-inch archival prints on Hahnemühle paper.
- Provide digital files in TIFF and JPEG formats.
- One artist statement (max 500 words).

- **Deliverables:**

Timeline and Deadlines

Set clear start and end dates, and include any interim deadlines for drafts or approvals. This helps prevent misunderstandings later.

- **Start Date:** _____
- **Draft Delivery Date(s):** _____
- **Final Delivery Date:** _____

Revisions

State how many rounds of revisions are included. After the included revisions, you may negotiate extra fees for additional changes.

Example:

Up to two (2) rounds of revisions are included; additional revisions will be billed at \$50/hour.

- **Revisions Included:** _____
- **Additional Revision Terms:**

Client Responsibilities

List any materials, decisions, or approvals the client is expected to provide (reference photos, logos, feedback, etc.)

- **Client Will Provide:**

Exclusions (Work Not Included)

*List anything you are **NOT** responsible for — this prevents scope creep and protects your time.*

Example:

Framing, shipping, insurance, marketing services, third-party licensing.

- **Exclusions:**

Additional Notes or Special Conditions

Optional: include any extra terms agreed by both parties.

- **Special Conditions:**

Signatures

- **Artist Signature:** _____ **Date:** _____
- **Client Signature:** _____ **Date:** _____