



# A Walk Down Memory Lane

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## PERSONALIZED CALENDAR CONSULTANT/CLIENT CONTRACT AND ORDER FORM

The following represents an agreement for Custom Calendar Assembly between A Walk Down Memory Lane (Lisa Ver Burg), and the listed client.

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Due Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Consultant Responsibilities and Compensation

- ◆ Consultant will meet with client(via email, phone or in person) initially to determine client needs and preferences for the project, review costs, and to assist the client in how best to organize photos to maximize the consultant's effectiveness. This consultation will be free of charge.
- ◆ Consultant will use professional judgment to crop photographs, clip corners, mat photos, complete layout design, and add decorative touches such as stickers, borders, and embellishments.
- ◆ Payment is expected when the order is placed. We will not start your calendar for 3 days after receiving your order, just in case you decide to cancel. At the completion of the project consultant will provide client with fully assembled calendar.

## Client Obligations

- ◆ The client must complete entire contract, including order form and send back photos, calendar of dates to include, and this contract in the enclosed self-addressed envelope. Make sure you include all 12 envelopes with photos, and the 12 month calendar with your family's birthdays, anniversaries, and any holidays you would like to include on your calendar.
- ◆ The client keeps all photo negatives and duplicate pictures. We will SCAN your original photos for \$1 per photo (or you can send us a CD or email us your photos), so if there is something you're not happy with, using digital photos will allow us to redo the page.
- ◆ Please make any notes on Post-it notes attached to the BACK of the photo, or use the included recipe card if you would like any journaling on the calendar pages.
- ◆ Client agrees to pay for calendar prior to consultant beginning the project.
- ◆ Paypal, Credit Card, Personal Checks, are accepted. If using paypal, please paypal lisa@awalkdownmemorylane.net. You do not need a paypal account in order to pay with paypal. If you would rather use a credit card, please leave a phone number so consultant can call to gather credit card information. Personal checks will be cashed immediately, and project will not start until at least 10 days after check is cashed.

### Calendar choices

You can choose from a variety of formats and sizes for your personalized calendar. You can choose from cute and fun calendars or pretty and elegant calendars. We will choose appropriate background papers and embellishments depending on which style you choose.

You can choose from a wide variety of calendar sizes. Our standard calendar is the 8 ½ x 11 calendar page. However, we can make larger pages, or smaller pages depending on the wall space you have available for your calendar. We even make calendars small enough to fit inside a CD jewel case for precious photos each month! Or, if you'd like to get a calendar made for your computer desktop, we can take photos and arrange a beautiful desktop to enjoy whenever you look at your computer monitor.

Your last choice is whether you'd like paper completed scrapbook type calendars, or printed digital calendars. With the paper scrapbook calendars, you will get pages that you can slip right into your scrapbook at the end of the year, including photos, ribbon, and lots of other 3D embellishments. With the digital style calendar, we still make them look like scrapbook pages using digital papers and embellishments, and then print them out, but these are not as heavy on your wall, and they are thin by comparison to the paper calendar.