

Isabel's Scrapbook Store & Homemade Memories
Isabel Lawrence, Owner & Designer
www.IsabelsScrapbooks.com
itsybel@gmail.com
3175 Nogales Dr.
Billings, MT 59101
406-245-4514

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail: _____

Deadlines will be accommodated when possible based on Isabel's Homemade Memories/Isabel Lawrence's production schedule. An additional charge may be applied to extreme rush orders. Please call or email me so we can discuss my availability schedule. It's best to estimate at least 2-3 weeks for me to work on plus an additional 3-4 days shipping each way.

Special Instructions (please note instructions specific to a batch of photos/layout with that batch/page), this is where you can let me know specifically what colors, patterns, etc. that you do not like or if you want a specific color/theme carried thru the album _____

Read the following provisions carefully. By initialing each item and signing the agreement you accept and agree all items covered. This agreement is so that we both are well aware of what is expected, and there is absolutely no disappointment in the end.

1. I understand that all items to be included in my custom designed scrapbook (photographs, memorabilia, etc.) will be permanently mounted using products labeled by reputable companies as 'acid free', 'archival quality', and/or 'lignin free'; Isabel Lawrence, Owner & Designer is not liable for manufacturer claims. **Initial:** _____

2. I understand that in the event photos and/or memorabilia provided are damaged by fire, flood, earthquake, hurricane, tornado, theft, auto accident, or other unavoidable disaster while in Isabel Lawrence, Owner & Designer of Isabel's Scrapbook Store and Homemade Memories possession . . . Isabel's Scrapbook Store & Homemade Memories is only liable for the cost of reprinting photos from negatives if available. In the event of irreplaceable photos or memorabilia are damaged, I agree not to hold Isabel Lawrence, Owner & Designer of Isabel's Scrapbook Store and Homemade Memories liable. **Initial:** _____

3. I understand photos and memorabilia specified for nonpermanent mounting will be placed in the album with photo-safe corners, or in memorabilia pockets. There is an extra charge for creating custom sized protectors/pockets. **Initial:** _____

4. I understand that photos and memorabilia may be trimmed during the design/creative process.

Initial: _____

5. I understand Isabel's Scrapbook Store and Homemade Memories/Isabel Lawrence, requires 1/2 payment at the time this contract and photos are submitted in order to begin the job, final payment is due before completed project can be shipped, shipping fees will be added at that time. Payments made with personal checks require the project to be held until the check clears the bank: **Initial:** _____

6. I understand shipping will be through USPS, UPS or FedEx; insured, registered & requiring proof of delivery, the cost of shipping will be added to final payment due at the rate of the shipper. I will be emailed the tracking number when it ships. I understand Isabel's Scrapbook Store and Homemade Memories/Isabel Lawrence is not responsible for damage caused by the shipping agent . . . claims will be made direct to the shipper. **Initial:** _____

8. I understand that all efforts will be made to ensure satisfaction of my completed album/page; and understand I cannot return a completed project for a full refund once in my possession. **Initial:** _____

9. I understand that every effort will be made by, to complete the specified project by the deadline date, and I will receive progress reports as the job is being completed. **Initial:** _____

11. I understand that Isabel Lawrence, is the Design Artist and I **cannot** claim the designs, or any part thereof, as my own creation. I also understand that I **cannot** submit them for publication, contests, sell or publish them, or any part thereof, post on any website/publication/etc. without permission from Isabel Lawrence, Designer or as my own design. **Initial** _____

12. I understand all returned checks must be rectified with a valid credit card #, pay pal address to invoice, or MO within 7 days--with an additional \$25.00 (per check) fee; or the check will be turned over to the proper authorities for legal collection. Any legal costs will be at my (client) expense. **Initial:** _____

By my signature below, I agree to hire Isabel Lawrence's Scrapbook Store and Homemade Memories Custom Scrapbook Design Service and accept the terms that I've read, understood and initialed. This agreement can only be changed and/or amended in writing and signed by both parties.

Client signature: _____ Date: _____

Designer Signature: _____ Date: _____
Isabel Lawrence/Isabel's Scrapbook Store

Estimated Payment/Order Form

DO NOT SEND NEGATIVES!!! KEEP THEM IN A SAFE PLACE

1. Album/Page size: Circle One	12x12 8½x11 6x6 8x8
2. Complete Package Style name: _____	\$ _____
3. Price for Individual additional pages = ____ # pgs ____ X price (does not include album)	\$ _____
TOTAL ESTIMATED PRICE Enclosed	\$ _____

Check/Money Order enclosed: _____ checks require bank processing time.

PayPal Address for me to send a PayPal invoice for payment: _____

Credit card information for either MC or Visa

Card Number: _____

Expiration: _____ CSV: _____

Name card: _____

Complete credit card billing address:

I authorize Isabel's Scrapbook Store and Homemade Memories to charge my credit card number above for the custom scrapbook I've hired Isabel Lawrence, owner & designer to design.

Signature : _____ Date: _____
(credit payment authorization is subject to credit approval)

I look forward to designing custom scrapbook albums/pages in helping you preserve your family's photographs & memorabilia. This page of the contract will be shredded upon final payment in full.

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