

# Isabel's Scrapbook Store & Design Service

6048 Anchorage Way S  
St. Petersburg, FL 33712  
www.IsabelsScrapbooks.com  
727-685-2134

## SCRAPBOOK PAGE/ALBUM CUSTOMER AGREEMENT

**Print, fill in all information, initial each item and sign.  
Include completed form & payment with your photographs.**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Best time to call: \_\_\_\_\_

Deadlines will be accommodated, when possible, based on Isabel's Scrapbook Design Service/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 before you send me your project.

It is best to estimate at least 2-3 weeks for me to work on your albums/pages, plus an additional 3-4 days shipping each way.

Special Instructions: Please note specific instructions related to a batch of photos/layout should be placed in a zip seal baggie; (with instructions) so I know they belong together. Paper clips/rubber bands/etc. have a tendency to get loose in transit letting everything get mixed up again.

Specifically list colors, patterns, embellishments you want used or you specifically do not want used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This agreement is so we both agree to what is expected so you are not disappointed with your completed project.

Read the following provisions carefully. Initial each line where indicated, and sign the Agreement.

By initialing each item and signing the agreement you accept and agree by the terms of this agreement. If you do not agree to all of the terms . . . call me so we can reach an agreement.

1. I understand that all items to be included in my custom album/page (photographs, memorabilia, etc.) will be permanently mounted using products labeled by reputable manufacturers as "acid free", "archival quality", and/or "lignin free" (to include, but not limited to: adhesives, papers, accents, pen/ink). Isabel's

Scrapbook Design Service/Isabel Lawrence, owner is not liable for manufacturer claims. Initials:  
\_\_\_\_\_

2. I accept full responsibility 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's Scrapbook Design Service/Isabel Lawrence, owner possession, and agree not to hold Isabel's Scrapbook Design Service/Isabel Lawrence, owner liable. Initials: \_\_\_\_\_
3. I understand that photos and memorabilia may be trimmed during the design/creative process, when needed. Initials: \_\_\_\_\_
4. I understand Isabel's Scrapbook Design Service/Isabel Lawrence; owner requires a minimum of ½ payment with signed contract in order to begin the job. Final invoice & payment is due before completed project is returned. Shipping fees will be added to final invoice. Payments made with a personal check will require my project be held until the check clears the bank. Initials: \_\_\_\_\_
5. I understand shipping will be through USPS, UPS, or Fed Ex, and will require it be tracked, insured and proof of delivery. Isabel's Scrapbook Design Service/Isabel Lawrence, owner will provide tracking information when shipped and is not responsible for damage caused by the shipping agent. Damage/lost claims need to be made directly with shipper, immediately. Initials: \_\_\_\_\_
6. I understand that all efforts available will be made to insure satisfaction of a completed Album or page; but because I am requesting a CUSTOM -- Individualized -- Service, I understand that I cannot return/request a refund once started/completed. Initials: \_\_\_\_\_
7. I understand that every effort will be made by Isabel's Scrapbook Design Service/Isabel Lawrence, owner, to complete the specific project by the deadline agreed upon, and I will receive progress reports as the job is being completed. Initials: \_\_\_\_\_
8. I understand that Isabel's Scrapbook Design Service/Isabel Lawrence, owner, is the Design Artist to the layouts/pages and I **cannot** claim the designs, or any part thereof, as my own creation. I also understand that I **cannot** submit them for publication, contest, sell, nor publish, or any part thereof, without permission from Isabel's Scrapbook Design Service/Isabel Lawrence, owner or as my own design. Initials: \_\_\_\_\_
9. I understand all returned checks must be rectified with a valid credit card #, pay pal address to send invoice for immediate payment, or "Money Order" within 7 days with an additional \$25.00 ISF fee; or the check will be turned over to the proper authorities for legal collection. Any legal costs will be at the customer's expense. Initials: \_\_\_\_\_

With my signature below, I agree to hire Isabel's Scrapbook Design Service/Isabel Lawrence, owner and accept the terms I have read and initialed. This agreement can only be changed or amended in writing and signed by both parties.

Customer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Designer's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Isabel's Scrapbook Design Service/Isabel Lawrence, owner

Please call me at 727-685-2134 if you have any concerns or just want to talk to me before you send me your photographs.

# Estimated payment/order form

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

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1. Album/page size: circle one                      12x12      8½x11      6x6      8x8

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2. Complete package, include style name (price found on Fee Schedule)                      \$ \_\_\_\_\_

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3. Price for additional or individual pages (#pages \_\_\_\_\_ X price)                      \$ \_\_\_\_\_  
(THIS PRICE DOES NOT INCLUDE AN ALBUM!!!)

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**TOTAL ESTIMATED PRICE** Enclosed                      \$ \_\_\_\_\_

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Check/Money Order number: \_\_\_\_\_

PayPal Address for PayPal invoice/payment :  
\_\_\_\_\_

Credit Card Payment Authorization:

Card Number: \_\_\_\_\_  
Expiration: \_\_\_\_\_ 3 digit CSV: \_\_\_\_\_

Name as it appears on card:  
\_\_\_\_\_

Complete Credit-Card Billing Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

I authorize Isabel's Scrapbook Store & Design Service/Isabel Lawrence, owner to charge my credit card for ½ estimated total price at time of starting project, and the final invoice amount provided to me at the completion of project.

Signature of Credit Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_  
(Credit Card Assignment/Payment Authorization is subject to Credit Approval)

**I look forward to working with you, designing your custom albums/pages to preserve your family photographs and memorabilia. This page of the contract will be shredded upon final payment & delivery of your completed album/pages. If you have any questions, or just want to talk to me at any time—just give me a call or send me an email.**

**Isabel Lawrence  
Owner & Designer  
Isabel's Scrapbook Store & Design Service  
6048 Anchorage Way S  
St. Petersburg, FL 33712**

**itsybel@gmail.com**

**727-685-2134**