

1. All items to be provided for the album (photographs, memorabilia, materials, etc.) are to be mounted in the scrapbook using only photo-safe, acid-free adhesives and papers. I understand that only those products intended for scrapbooking and labeled by reputable companies as "archival quality" or "photo safe" will be used, and thus any resulting damage from defective products is not the liability of Stacy Kocur.

2. In the event that items provided are damaged by fire, flood, tornado, or other unavoidable disaster (including, but not limited to, theft or auto accident) while in Stacy Kocur's possession, Stacy Kocur is only liable for the cost of reprinting photos from negatives. In the event that irreplaceable photos or memorabilia are damaged, I accept full responsibility for their loss, and agree not to hold Stacy Kocur liable. I agree not to send any negatives or original photo CDs to Stacy Kocur.

3. I understand that Stacy Kocur will be permanently adhering my photos/memorabilia. Any items I do not want to be permanently mounted will be indicated to Stacy Kocur. These items will be placed in the album with photo-safe corners or memorabilia pockets.

4. Unless otherwise specified, photos and memorabilia may be cropped or altered during the creative process. Any items I do not want to be cut or altered will be indicated to the designer.

5. Stacy Kocur requires a deposit of 50% of the project estimate at the time this agreement is signed. The deposit will be applied towards the purchase of the supplies needed to complete the project.

6. When the album is completed, I understand that I will be notified and the remainder of the project cost will be due upon delivery. If the album is shipped, the balance will be due 7 days after confirmation of delivery. Stacy Kocur will return any unused photos or memorabilia with the completed albums.

7. Stacy Kocur will send the album via Priority Mail with the United States Postal Service, with delivery confirmation. I understand that I will have the option of buying postal insurance for the package. If damage or loss occurs while the package is in transit, I agree not to hold Stacy Kocur responsible.

8. I understand that I may return any page containing a mistake within 7 days from the initial confirmation of receipt. Any errors due to erroneous original instructions will incur an additional charge.

9. I understand that Stacy Kocur will work with my photos in the order in which she receives them. I agree to bundle and label the photos according to event, date and order in which I want them scrapbooked.

10. Please choose one:

I authorize Stacy Kocur to make and keep copies of any album pages created for me. I understand these copies may be used to create a client gallery for me on stacykocur.com, and that they may be used for advertisement purposes.

I do not authorize Stacy Kocur to make and keep copies of any album pages created for me.

11. All returned checks will be subject to a \$25.00 fee. Returned checks not made good by cash or money order within 7 days will be forwarded to the proper authorities.

12. As a client of Stacy Kocur, I understand and agree to the provisions of this contract. By my signature, I indicate my willingness to abide by the provisions outlined herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

