

SERVICES · 01 / 05

Brand manual

A practical guide for using an existing, approved visual identity consistently.

\$1,500 / project · USD

EXTENT

Up to 16 pages

REVIEW

Two consolidated revision rounds

Included

A digital manual built from your supplied, approved logo and identity. The guide covers logo use, color, typography, imagery direction and layout examples for print, web and recurring communications.

Delivery

A final screen-ready PDF, organized as a usable reference for the people producing your materials.

Materials and decisions

Your team supplies approved identity assets and confirms how the identity may be used. We agree on examples and the person responsible for final approval before design begins.

Outside this offer

Naming, a new logo or identity, original photography, font licenses and trademark advice. Added templates or new identity work receive a separate written scope and fixed price.

Proposed offer for owner review. Availability, materials and a working schedule are confirmed before booking. Working terms appear on page 6.

SERVICES · 02 / 05

Publication design

One publication, from supplied final copy and images to verified files for print and screen.

\$2,500 / project · USD

EXTENT

Up to 24 interior pages + cover

REVIEW

Two consolidated revision rounds

Included

Editorial art direction, a layout and typographic system, and the complete publication in one agreed format. The two revision rounds follow the first complete layout.

Delivery

Print-ready and screen-ready PDFs, with a short handoff for your printer. Print output is checked against the agreed production specifications.

Materials and decisions

Your team supplies final, approved copy and selected images before the start, clears rights to use them, and approves all content and facts. The printer's specifications are agreed before final export.

Outside this offer

Printing, original photography or illustration, substantial editing, additional pages and a different format. Your organization orders and pays for its own printing.

Proposed offer for owner review. Added work receives a separate fixed scope. Working terms appear on page 6.

SERVICES · 03 / 05

Website project

A responsive informational website adapted from one approved layout to your identity and supplied content.

\$4,500 / project · USD

EXTENT

Up to five core pages · One language

REVIEW

Two consolidated design revision rounds

Included

An approved page structure, adapted colors and typography, final supplied copy and imagery, ordinary page titles and descriptions, and responsive layouts. One standard inquiry form is connected only after client approval.

Delivery and handoff

A content editor handoff and 30 days of fixes for defects in the agreed build. The form and any external service connections are reviewed before activation.

Materials and decisions

Your team supplies and approves the content and assets, confirms the intended inquiry destination, and owns its hosting, domain and external service accounts.

Outside this offer

Unlimited bespoke direction, new page structures, custom portals, member accounts, migrations and ongoing updates. Hosting, domains and third-party services are separate. SEO performance guarantees are outside the studio's scope.

Proposed offer for owner review. This document connects no inquiry form or service. Working terms appear on page 6.

SERVICES · 04 / 05

Small shop

A focused storefront for a supplied product collection, within one approved layout.

\$6,500 / project · USD

EXTENT

Up to five core pages + 20 products

REVIEW

Two consolidated design revision rounds

Included

An approved storefront layout in one language, responsive design, product setup from supplied materials, a standard cart and the platform's hosted checkout. Revisions stay within the approved structure.

Delivery and payment ownership

A store-owner handoff. Payments settle directly to the client's own merchant account; the studio does not receive or hold customer payments.

Materials and decisions

Your team supplies product information, photographs, shipping rules, tax decisions and legal policies, and remains responsible for inventory, orders and customer service.

Outside this offer

Custom subscriptions, marketplaces, ERP integrations and complex fulfillment. Platform subscriptions, transaction fees, licensed assets and other third-party costs are separate.

Proposed offer for owner review. This document connects no payment service or customer account. Working terms appear on page 6.

SERVICES · 05 / 05

Parish design engagement

One parish identity, one public website and one approval group, with bounded updates.

\$1,000 / month · USD

12-month commitment · \$12,000 total creative fee · No separate setup fee

Initial design included across the agreement

- **Website.** Up to five static pages in one approved layout and one language, using supplied content and imagery. Links lead to the parish's existing giving and other providers.
- **Bulletin layouts.** Two reusable layouts of up to four pages each, with editable templates and a staff or printer handoff.
- **Online brand guide.** An existing supplied seal or logo, HEX colors, type guidance, up to eight supplied brand downloads and five approved print templates.
- **Direction and review.** Two consolidated onboarding revision rounds, then two monthly batches of approved text and link updates within the agreed design.

Scope boundaries

Weekly bulletin writing, editing and distribution, new branding, extra pages, layout directions, languages or approval groups are separately scoped. No volunteer portal, member database, donation processing or IT support is included. Staff supply and approve content and use the reusable bulletin layouts.

The parish orders its own printing. Hosting, domains, font licenses, printing and platform fees are separate. Any migration begins after a separately agreed audit and approval, with existing email DNS, redirects and archives considered.

Payment timing, early termination and ownership terms require final review before signing. Custom print-template exports remain a prototype until production output is verified.

SERVICES · WORKING TERMS

A clear brief. A defined part of the work.

These are proposed scopes for Joe's review. Final agreement terms are confirmed before an engagement begins.

Before work starts

We confirm deliverables, supplied materials, the fixed fee, revision rounds, a working schedule and the person responsible for approval. Joe confirms available capacity and the start date before booking; onboarding may be staggered.

How review works

Your approval group returns one consolidated set of feedback per included round. Joe develops and reviews the work and prepares the agreed files or handoff. New requirements receive their own written scope and fixed price.

Content approval

Your team supplies and approves content, facts, images and usage rights. It keeps institutional, pastoral, technical and operational decisions, community relationships, events and daily communications.

Separate costs

Printing, hosting, domains, subscriptions, font and asset licenses, platform charges and transaction fees are paid separately. Prices in this document are in US dollars and cover the listed creative work.

Studio boundaries

Daily IT support, daily social management, ad buying and SEO performance guarantees are outside the studio's scope. Printing is ordered directly by your organization. New functionality, extra brands or a changed approval structure need a separate scope.

Production

Joe may use AI to assist production. He directs and reviews the output, checks it for its intended use and remains responsible for the creative decisions. Final content approval stays with your team.

Review status. These offers and any payment timing, termination or ownership provisions remain subject to final agreement review. No purchase, signature, inquiry, payment or account creation is enabled by this document.