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**GDA Collective LLP**

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Bizlink Centre  
Singapore 408938

[www.gda.sg](http://www.gda.sg)



## Quotation

To: Ms Jasmine Neo – Area Director of Sales & Marketing  
Village Hotel Albert Court  
180 Albert Street Singapore 189971

From: Dominic Woon  
GDA Collective LLP  
DID: +65 9687 8661  
Email: dominic@gda.sg

Date: 01 May 2022

Page(s): 2 (including this page)

Dear Jasmine

Quotation for the month of June 2022.  
Graphic Design Support including eBanners, Posters and eDM  
- Account management, 10 hours  
- Art direction, 10 hours  
- Visual / Layout design, 30 hours  
- Creative Coordination  
Cost: \$750

(Optional) Copywriting – Per A4 – Cost Est: \$700

Kindly Take Note:

1. Cost does not include illustration, copywriting, purchasing of stock images and fonts unless otherwise stated.
2. Designing for the above items does not include the cost for print production. .
3. Cost does not include language translation.

Should you have further queries, please feel free to contact me at 9687 8661. We look forward to your early confirmation. Thank you and have a pleasant day.

See Terms & Conditions Overleaf.

Agreed and Confirmed

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Signature / Date / Company Stamp

good design always.

## TERMS & CONDITIONS

1. **Payment of Fees.** Payment must be made within the agreed terms; otherwise late payment charge of 2% per month on the outstanding amount will be levied. GDA reserves the right to remove web pages from viewing on the Internet until final payment is made. Any statement from the Client that payment will not be made in the future, then GDA reserves the right to remove web pages from viewing on the Internet at any given time past the actual due date. In case collection proves necessary, the Client agrees to pay all fees incurred by that process.
2. **Copyrights and Trademarks.** The Client represents to GDA and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to GDA for inclusion in any design works are owned by the client, or that the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend GDA and its subcontractors from any claim or suit arising from the use of such elements furnished by the client.
3. **Copyright to creative materials.** Upon final payment of this Quotation, Client is assigned rights to use the materials. Rights to the photos, graphics, source code, work-up files, and computer programs are specifically not transferred to the client, and remain the property of their respective owners. GDA and its subcontractors retain the rights to display graphics and other graphic or web design elements as examples of their work in their respective portfolios.
4. **Termination of Service.** Either party has to submit a written termination letter one month in advance to terminate any service contracted. In the case of termination, Client will be billed for any services or expenses incurred up-to-date of the termination being received by the other party. GDA will prepare any materials in soft copy that were developed up-to-date upon receiving the final payment.
5. **General Provisions.** GDA shall not be liable to Client for any failure or delay caused by events beyond GDA control, including, without limitation, Client's failure to furnish necessary information, sabotage, failure or delays in transportation or communication, failures or substitutions of equipment, accidents, materials, or equipment or technical failures. Client shall defend, indemnify, and hold harmless GDA from and against all claims, liability, losses, damages, and expenses (including attorneys' fees and court costs) arising from or in connection with the use or application of GDA work by Client or any direct or indirect purchaser or licensee of Client.