



SHELLAR
DESIGNS

avery shell
brand book

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**brand positioning
statement**

brand positioning statement

For Entrepreneurs and small business owners who are looking to enhance their brand presence with customized digital illustrations, the Shellar Designs is a digital illustration service that specializes in illustrations that emphasize meticulous attention to detail, showcase intricate linework, and incorporate finely crafted elements.

brand board

brand board

Avery Shell

Shellar Designs

shellardesign@gmail.com

810.488.6110

shellardesigns.carrd.co



@shellar.designs



@avery shell

LOGO



MARK



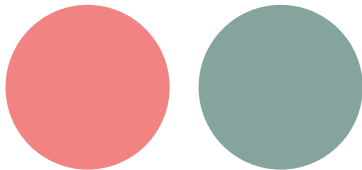
LOGOTYPE



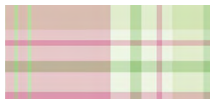
BRAND POSITIONING STATEMENT

For Entrepreneurs and small business owners who are looking to enhance their brand presence with customized digital illustrations, Shellar Designs is a digital illustration service that specializes in illustrations that emphasize meticulous attention to detail, showcase intricate linework, and incorporate finely crafted elements.

COLOR PALETTE



PATTERNS



TEXTURES



TYPEFACES

EB Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890!?,.

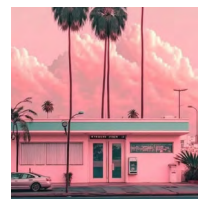
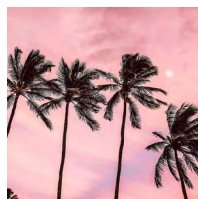
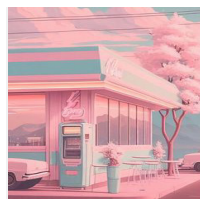
Century Gothic Pro

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890!?,.

INSPIRATION



visual guidelines

logo



components of logo

The logo can be divided into two elements: the symbol and logotype, which can be utilized independently. The logomark can also be extracted to form a distinct branding option.

mark



logotype

SHELLAR
DESIGNS

clear space requirements

The clear space is defined by the height of the "H". Nothing should be placed within the height of the letter 'H' in 'SHELLAR.'

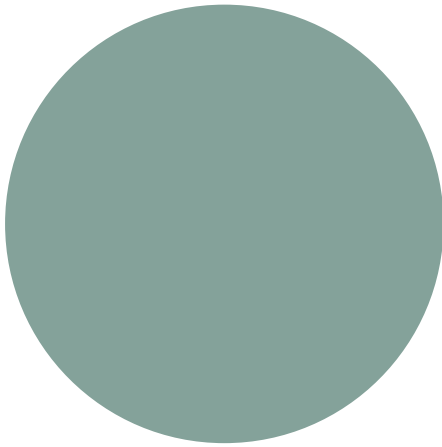


minimum size

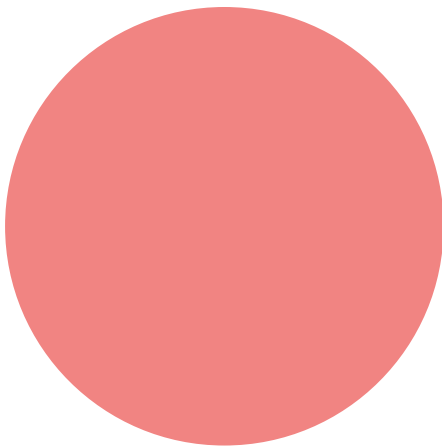
The minimum size for the logo is one inch in width, and for the mark is one half of an inch. Anything smaller causes the risk of losing legibility to increase.



colors



HEX: 84a29d
RGB: 132, 162, 154
CMYK: 51, 25, 39, 1
PMS: 7729 C



HEX: f08482
RGB: 241, 132, 130
CMYK: 1, 60, 39, 0
PMS: 177 C

color variations

When color isn't an option, black and white can be used. Reverse treatment can be used when needed.



black and white



reverse treatment

unacceptable logo usage

Shellar Designs logo form must always be preserved and should not be modified in ways that compromise its visual integrity. The following treatments should never be re-produced:



The logo may not be stretched or distorted in any way or form.



The logo may not be rearranged in any way except for its original composition.



The logo may not be modified with graphic elements.



The logo should never appear outside of the established brand palette.

typography

The listed sans serif and serif are the preferred typefaces. Century Gothic Pro is the preferred choice for extensive passages and headings, with a preference for lowercase usage. Additionally, EB Garamond Serif can be utilized for body text.

Aa

sans serif

Century Gothic Pro

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@,.

Aa

serif

EB Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@,.

alternate typography

If the preferred typefaces are unavailable, use Arial in place of Century Gothic Pro and Times New Roman in place of EB Garamond.

Aa

sans serif

Arial

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!?,.,

Aa

serif

Times New Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!?,.,

letterhead

When utilizing the letterhead, ensure that all text aligns within 0.5 inch margins from the left and right edges, with a 1.5 inch margin from the top and 1 inch margin from the bottom. Maintain body copy at 11 points and leading of 15 points for body text.

	.5 in		.5 in	
1.5 in			1.5 in	
	<p>Daniel Biasatti 125 Westchester Street White Plains, NY 10601</p> <p>Dear Mr. Biasatti;</p> <p>I write this letter to express my interest in the Designer position advertised on your company's website. From day one, I believe my contributions to the team at Crate and Barrel could be a worthwhile addition.</p> <p>After comprehensive study for my Bachelor of Fine Arts in Graphic Design degree obtained at Arkansas State University, I possess a wide range of abilities that combine innovative art and design principles. Furthermore, my expert knowledge of Adobe Creative Suite, Illustration, and painting will allow me to play a crucial role in implementing your design and marketing initiatives.</p> <p>The following are highlights of my skills and accomplishments:</p> <ul style="list-style-type: none">• Worked for a health and wellness company, designing B2B postcards and pamphlets to sell its products to dentists and dental clinics.• Interned at a pole vault facility and created various merchandise materials, including pole vault bags and T-shirts, targeted at young adults.• Have significant experience in time management, as I attended college on an athletic scholarship. I balanced the high demands of being a full-time student and attending daily practice and all athletic meets while holding down a job. <p>Enclosed are my resumé and references for your review. You may also view my portfolio of work at shellardesigns.carrd.co or learn more about me on Instagram @shellar.designs. I welcome the opportunity to discuss how my skills and strengths can best serve your company. I will contact you this week or please feel free to reach me at 810-488-6110 or shellardesign@gmail.com.</p> <p>I look forward to speaking with you and appreciate your valuable time and consideration.</p> <p>Sincerely,</p>  <p>Avery Shell</p>			
1 in	 avery shell	 shellar.designs	 avery shell	1 in
	.5 in		.5 in	

business card



avery shell

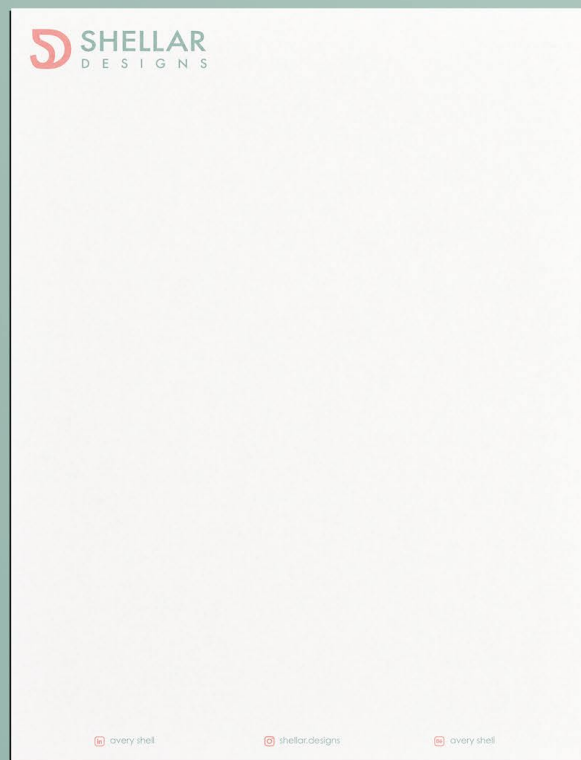
shellardesigns.carrd.co
shellardesign@gmail.com
810.488.6110

 shellar.designs

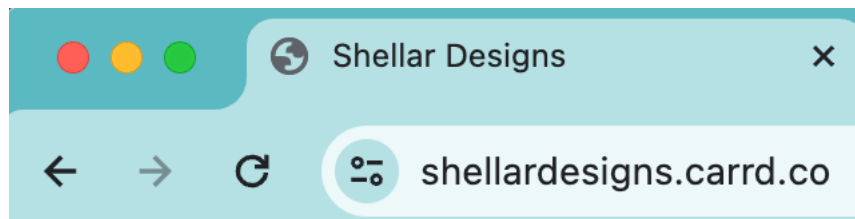
 avery shell

 avery shell


letterhead



website favicon



social media



Avery Shell
Graphic designer, Illustrator, Painter
Shellar Designs
<https://shellardesigns.carrd.co>
Jonesboro, AR, USA

[Edit Your Profile](#)


[Try Adobe Portfolio](#)


Hire Avery
Looking For Opportunities?
Add our new 'Hire' section to your profile to let visitors know that you're looking for new opportunities.
[Edit Availability](#)


Project Views	1,883
Appreciations	108
Followers	25





ON THE WEB
[Instagram](#)


Adobe Tools
TOP TOOLS USED

 **Photoshop**

 **Illustrator**

 **Fresco**




shellar.designs    



72
posts

427
followers

526
following

Avery Shell | Shellar Designs
Artist
 Graphic Designer, Illustrator, Painter
 Art for sale
 Prices negotiable

email sign off



resume and references



avery shell

810.488.6110
shellardesign@gmail.com
www.shellardesigns.carrd.co
shellar.designs
avery shell
avery shell

education

Bachelor of Fine Arts in Graphic Design
Arkansas State University
Graduation May 2024

organizations

August 2020 - February 2024
Arkansas State Track and Field

skills

Adobe Creative Suite
Illustration
Painting
Ceramics
Drawing
Typography
Creative Problem Solving
Ideation

awards

2021-2023 A-State Chancellor's List
May 2022 Second Team All-SBC
February 2022 T+F Honorable Mention
2020-2022 A-state Dean's List
2020-2021 T+F Newcomer of the Year

service

November 2021, 2022, 2023
Little Bit of Christmas Fundraiser
Present Wrapper

references

Available upon request.

professional experience

January 2024- Present

Graphic Designer

Bell Athletics, Jonesboro, AR

- Create various marketing materials such as pole vault bags, camp dates, and t-shirts.
- Edit and update website.
- Manage social media page by adding posts and stories.
- Film and edit videos.

August 2022- Present

Customer Service Specialist, Graphic Designer

Wellnesse, Remote

- Utilize Adobe Creative Suite to review and edit company graphics.
- Design postcards and booklets for dental offices seeking samples and wholesale partnerships with Wellnesse products.
- Responsible for maintaining social media presence that fosters company-to-customer relations.
- Guide prospective and current customers through subscription modifications and product overview via emails, social media, and phone calls.

October 2019- Present

Commissioned Artist

Jonesboro, AR

- Demonstrate proficiency in handling watercolor, acrylic, and oil paint mediums.
- Utilize advanced techniques such as washes, glazing, and blending to achieve desired textures and colors in commissioned artwork.
- Negotiate pricing, accounting for factors such as materials, size, and delivery requirements.

October 2019- September 2022

Bakery Clerk

Bliss Cupcake Cafe, Jonesboro, AR

- Assisted in decorating cupcakes and cakes. Mixed and created custom colors for cake decorations.
- Monitored incoming staff, restocked inventory, and cleaned.
- Handled cash and provided excellent customer service to ensure positive experience.

references



references

Emily Blain

CEO

Wellnesse

174 Watercolor Way, Santa Rosa Beach, FL

emily@wellnesse.com

(270) 872-9561

Relationship: Supervisor

Kenzie Beukes

Director of Operations

Wellnesse

6925 US Highway 98 E, Ste 300-E, Santa Rosa Beach, FL 32459

kenzie@wellnesse.com

(810) 334-7559

Relationship: Supervisor

Beth Futrell

(retired) Co-Owner

(retired) Bliss Cupcake Cafe

1312 Red Wolf Blvd B, Jonesboro, AR 72401

bethrfutrell@gmail.com

(870) 219-4338

Relationship: Employer

correspondence

cover letter



Daniel Biasatti
125 Westchester Street
White Plains, NY 10601

Dear Mr. Biasatti;

I write this letter to express my interest in the Designer position advertised on your company's website. From day one, I believe my contributions to the team at Crate and Barrel could be a worthwhile addition.

After comprehensive study for my Bachelor of Fine Arts in Graphic Design degree obtained at Arkansas State University, I possess a wide range of abilities that combine innovative art and design principles. Furthermore, my expert knowledge of Adobe Creative Suite, Illustration, and painting will allow me to play a crucial role in implementing your design and marketing initiatives.

The following are highlights of my skills and accomplishments:

- Worked for a health and wellness company, designing B2B postcards and pamphlets to sell its products to dentists and dental clinics.
- Interned at a pole vault facility and created various merchandise materials, including pole vault bags and T-shirts, targeted at young adults.
- Have significant experience in time management, as I attended college on an athletic scholarship. I balanced the high demands of being a full-time student and attending daily practice and all athletic meets while holding down a job.

Enclosed are my resumé and references for your review. You may also view my portfolio of work at shellardesigns.carrd.co or learn more about me on Instagram [@shellar.designs](https://www.instagram.com/shellar.designs). I welcome the opportunity to discuss how my skills and strengths can best serve your company. I will contact you this week or please feel free to reach me at **810-488-6110** or shellardesign@gmail.com.

I look forward to speaking with you and appreciate your valuable time and consideration.

Sincerely,

A handwritten signature in black ink that reads 'Avery Shell'.

Avery Shell

thank you email

THANK YOU – Avery Shell, Graphic Designer

Mr. Biasatti,



Thank you again for meeting with me today regarding the Graphic Designer position with Crate and Barrel. Our interview solidified my desire to work with your team and I am confident I can be an asset to the company.

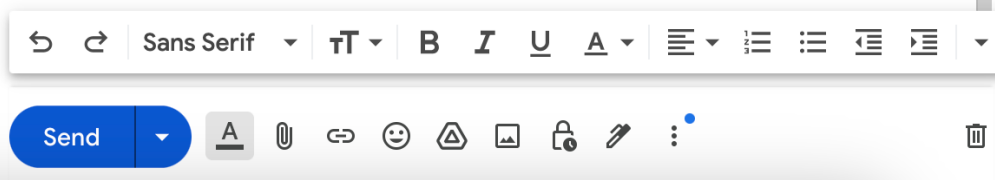
I am available for any follow-up questions you or the team at Crate and Barrel might have. I look forward to hearing from you.

Thank you,



Avery Shell
Graphic Designer
Shellar Designs

 (810) 488-6110
 shellardesign@gmail.com
 <https://shellardesigns.carrd.co>



website

<https://shellardesigns.carrd.co>

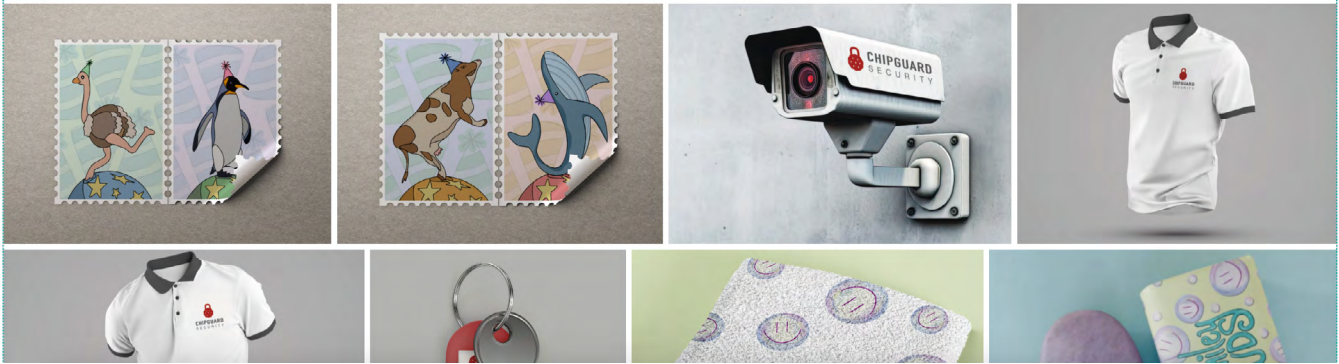
SHELLAR DESIGNS

Hello! I am Avery and this is Shellar Designs. Shellar Designs is a design studio that specializes in design, illustration, and studio art



shellardesign@gmail.com (810) 488-6110

CHECK OUT MY WORK



ABOUT ME

For Entrepreneurs and small business owners who are looking to enhance their brand presence with customized digital illustrations, the Shellar Designs is a digital illustration service that specializes in illustrations that emphasize meticulous attention to detail, showcase intricate linework, and incorporate finely crafted elements.

RESUME

Learn more about my professional experience, organizations, and services here!

[click me ✓](#)

social media

social media mission statement

“As an illustration designer, I thrive on connecting with fellow creatives and sharing insights through social media. By being authentic and engaging, I'm able to forge connections with like-minded professionals, showcase my work, and contribute to a dynamic creative community.” -Avery Shell

social media content calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>📱 11am Post sketches #SketchesSunday</p> <p>2pm 📱 Schedule content for next few days</p> <p>📱 Check/Reply to comments</p>	<p>📱 12pm Post Final Work 📱 Repost</p> <p>2pm 📱 Reply to comments</p> <p>📱 4pm Post Final work, different photos</p> <p>5pm 📱📱 Reply to comments</p> <p>📱 Post on Behance</p> <p>7pm 📱 Reshare another @designers work on story</p>	<p>📱📱 10am Check LinkedIn Check Instagram Reply to posts</p> <p>3pm 📱 Post working setup and morning coffee</p> <p>4pm 📱📱📱 Reply to comments and posts</p> <p>5pm 📱 Final work</p>	<p>📱 11am WIP Wednesday 📱 Repost to story</p> <p>2pm 📱 Schedule content for rest of the week</p> <p>6pm 📱📱 Reply to comments</p> <p>📱 Reply to posts</p> <p>📱 Post to story</p> <p>7pm 📱📱 Reshare another designers work</p>	<p>📱📱 10am Check LinkedIn Check Instagram Reply to posts</p> <p>3pm 📱 Post a before and after</p> <p>6pm 📱📱 Reply to comments</p> <p>📱 Reply to posts</p> <p>📱📱📱 Final work</p>	<p>📱 10am 📱📱 News post</p> <p>📱 Share post on Behance</p> <p>📱 Repost</p> <p>6pm Share Instagram feed on LinkedIn</p> <p>7pm 📱 Post to story some of my inspiration</p> <p>8pm 📱📱📱 Reply to comments</p> <p>📱 Reply to posts</p> <p>📱 Post to story</p>	<p>📱📱 10am Check LinkedIn Check Instagram Reply to posts</p> <p>3pm Post a reel</p> <p>6pm 📱 Reply to comments</p> <p>📱 Reply to posts</p>

[@shellar.designs](#)

shellar.designs ▾ ●



72
posts

427
followers

526
following

Avery Shell | Shellar Designs

Artist



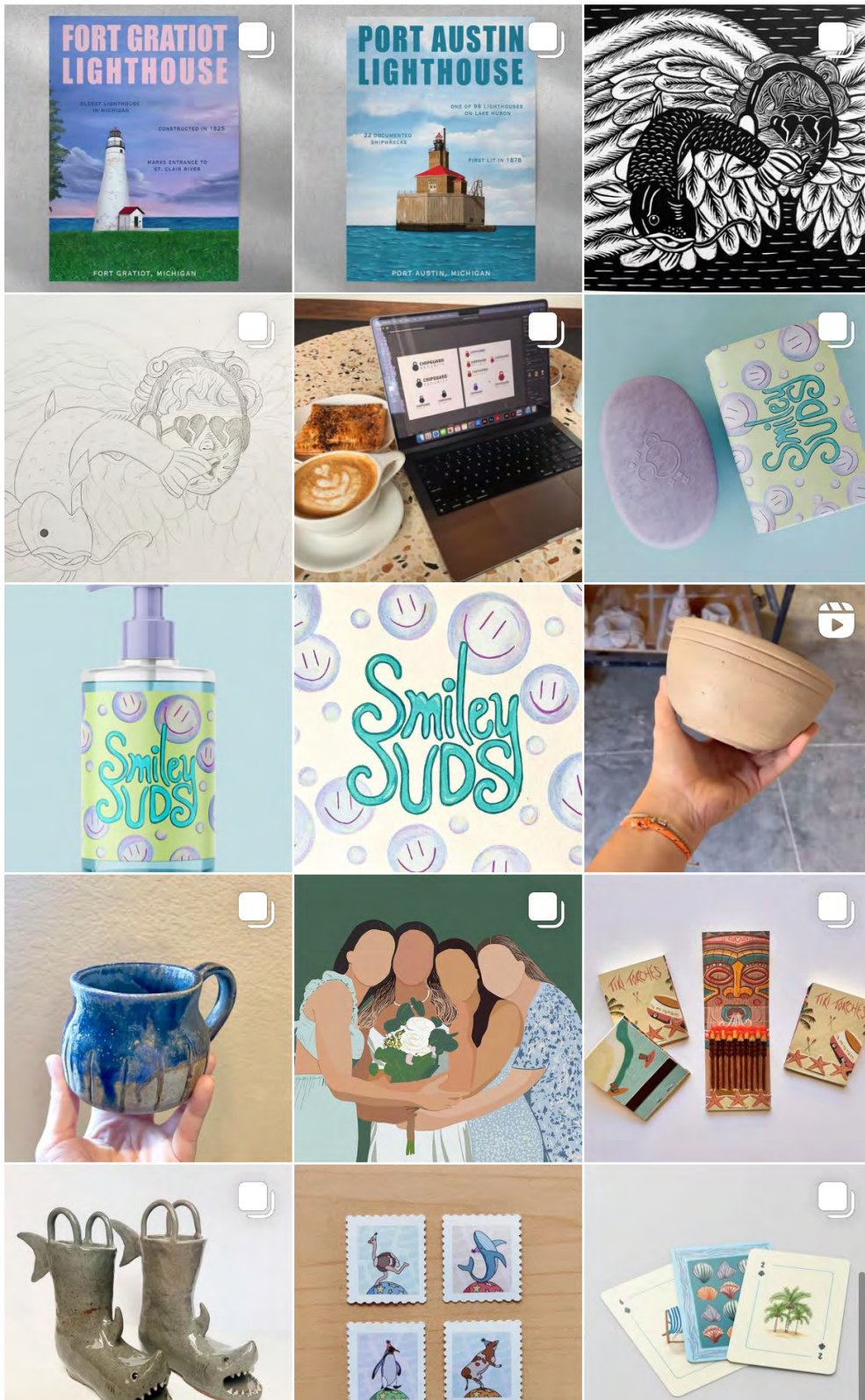
Graphic Designer, Illustrator, Painter



Art for sale

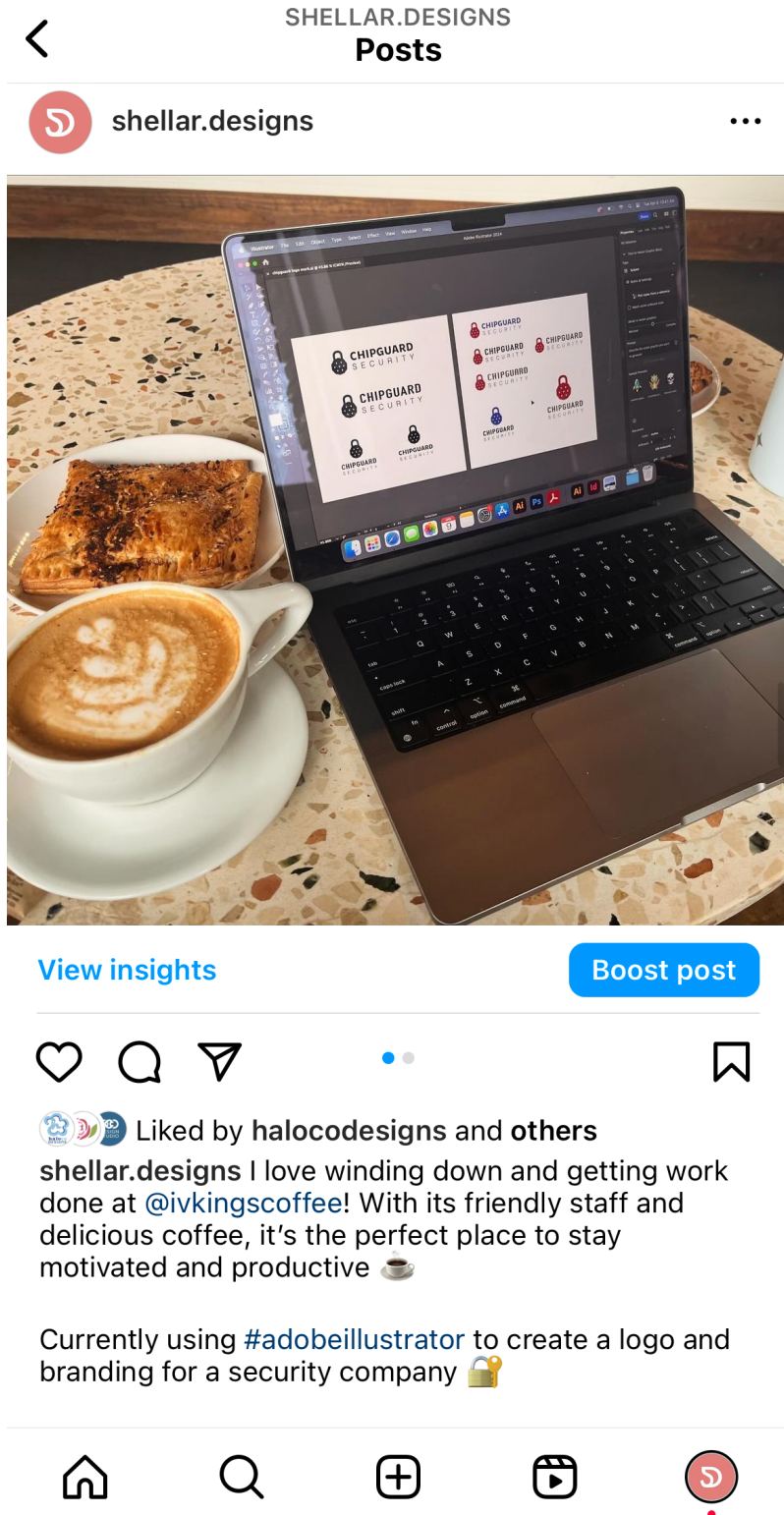


Prices negotiable





For this post, I shared a sketch I had done at the beginning of a project and tagged it [#wipwednesday](#) in the caption. I included a description of the piece and additional hashtags to bring in a bigger audience.




For this post, I shared my working space for the day and gave a description of my location. As shown in my content calendar, I will be posting my work day setup on Tuesdays.



For this post, I shared a reel of a project that I recently finished. As shown in my content calendar, I will be posting reels on Saturdays.


avery shell




Avery Shell


Graphic Designer | Illustrator

Jonesboro, Arkansas, United States · [Contact info](#)

 Wellnesse

 Arkansas State University

Experience


 **Wellnesse**
Part-time · 1 yr 9 mos

● **Customer Service Representative**
Aug 2022 - Present · 1 yr 9 mos
Remote

● **Graphic Designer**
Aug 2022 - Present · 1 yr 9 mos

◆ Graphic Design, Adobe Photoshop and +1 skill

Education

 **Arkansas State University**
Bachelor of Fine Arts - BFA, Graphic Design
2020 - 2024
Grade: Senior
Activities and societies: Track and Field

◆ Illustration, Digital Illustration and +1 skill

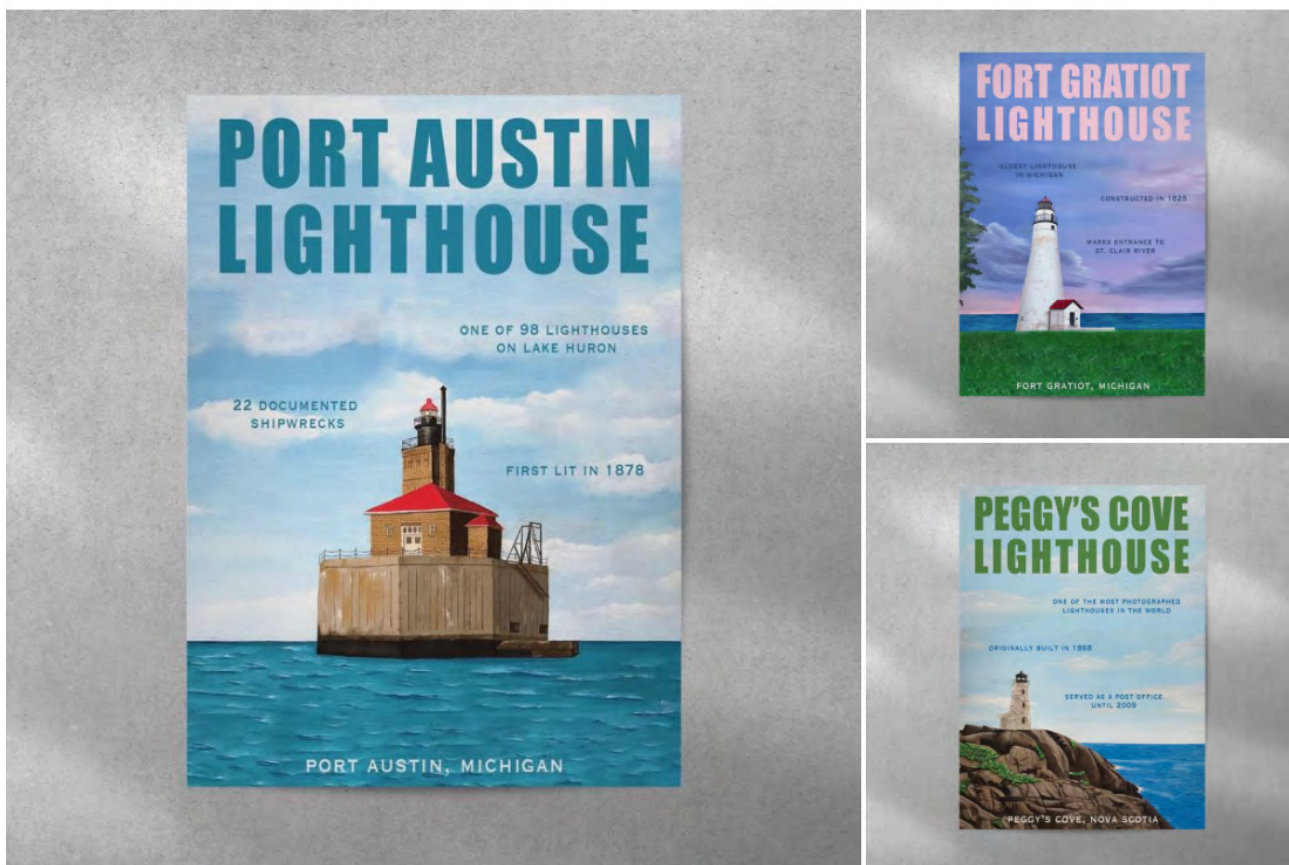
40



Avery Shell • You
Graphic Designer | Illustrator
5d • 🌐



Check out my lighthouse series! The original pieces are made using oil paint and I expanded the paintings by using Photoshop and then added text.



For this post, I shared a finished project with mockups. As shown in my content calendar, I will be posting twice a week and responding to comments and notifications.



Avery Shell • You

Graphic Designer | Illustrator

1w • 🌐




A final look at my Smiley Suds soap project 🧼 I made my design into a bar of soap and a small towel.




For this post, I shared a finished project with mockups. As shown in my content calendar, I will be posting twice a week and responding to comments and notifications.


[avery shell](#)



Avery Shell


Graphic designer, Illustrator, Painter
Shellar Designs
<https://shellardesigns.carrd.co>
📍 Jonesboro, AR, USA

 [Edit Your Profile](#)

 [Try Adobe Portfolio](#)




Hire Avery

Looking For Opportunities?
Add our new 'Hire' section to your profile to let visitors know that you're looking for new opportunities.

 [Edit Availability](#)


Project Views	1,883
Appreciations	108
Followers	25


ON THE WEB


 [Instagram](#)  


Adobe Tools

TOP TOOLS USED

 **Photoshop**

 **Illustrator**

 **Fresco**



Avery Shell
Graphic designer, Illustrator, Painter
Shellar Designs
<https://shellardesigns.carrd.co>
Jonesboro, AR, USA

[Edit Your Profile](#)

[Try Adobe Portfolio](#)

Hire Avery

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Project Views 1,883
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ON THE WEB

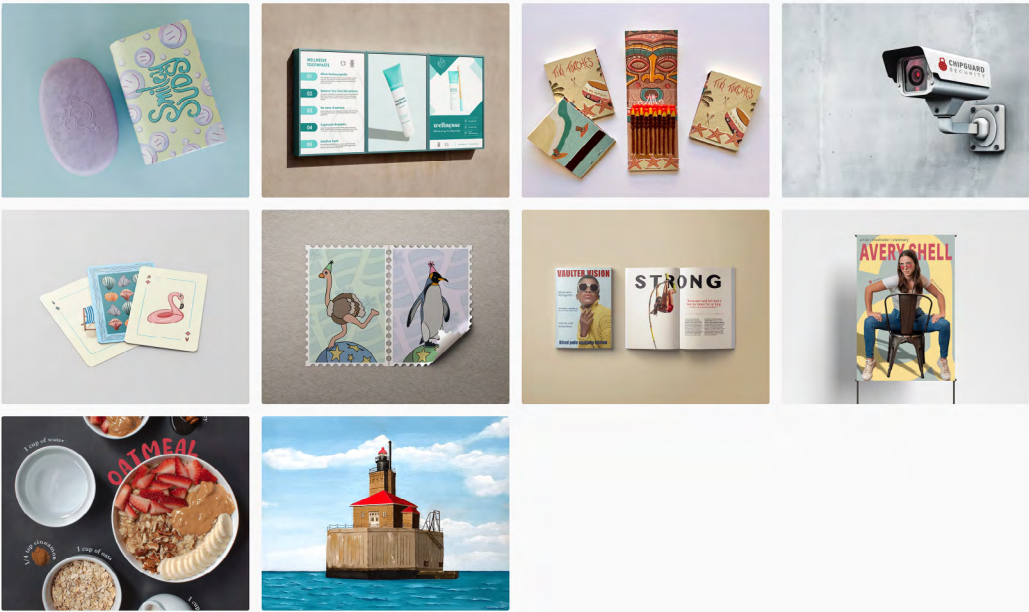
[Instagram](#)

Adobe Tools

TOP TOOLS USED

Ps Photoshop
Ai Illustrator
Fr Fresco

Work Services Subscriber Area Adobe Stock Livestreams Moodboards Appreciations Your Stats Drafts (7)



business plan

business plan a

BUSINESS PLAN A | GRFX-4503 PROFESSIONAL PRACTICE | SPRING 2023

IDENTITY:

What's your full name?

Avery Anne Shell

Would you like to create a brand that refers to you as a person or you as a thing? In other words, do you want to have a business that is known by your name or by another name?

I would like to create a business that is known by my name

What is the location of your business? If you do not know yet, state your ideal location. Or you could explain something like "A large city in the U.S." or "A medium-sized city in the northeast region of the U.S."

My business is located in a medium-sized city in Florida

Where would you rather work (when the pandemic clears and you have a choice)? Virtual from home or at a physical office?

I would like to work at home most of the week and at a physical office the rest of the week

S.W.O.T.

A **S.W.O.T** can help you assess the strengths and opportunities you currently have so you can map the shortest path to your goals. It will also help you understand any obstacles in your path, whether they are outside of you, or internal. Creating a S.W.O.T analysis of your creative business can be extremely useful as a way of identifying potential difficulties and opportunities for your business and for yourself.

- **Strengths** and **Weaknesses** are internal aspects of you and your business.
- **Opportunities** and **Threats** are external aspects of you and your business.

Use each section to identify problems and solutions in other sections. You can use your strengths to spot related weaknesses (EX "I am well-organized" is a strength, "I am too rigid" is a related weakness), then use that weakness to identify an opportunity, and so on. Think laterally when you are doing your SWOT analysis. Don't get caught up in analysis the whys of these, just jot them down as you think of them. Brainstorm!

For an example, [CLICK HERE](#).

- **S - Strengths (internal/personal aspects that give you an advantage):**

1. I am detail oriented
2. I am patient
3. I am able to adapt to change

- **O - Opportunities (external/public – new services, products or markets for you to consider):**

1. Working Remotely
2. Moving to a new location
3. Meeting new people

- **W - Weaknesses (internal/personal aspects that might hinder you or cause problems):**

1. I am a perfectionist
2. I am an over thinker
3. I have difficulty asking for help

- **T - Threats (external/public – EX competition, government regulations, money, tech?):**

1. Cost of a new city
2. Unable to collaborate with coworkers
3. Wifi shuts down

business plan b

BUSINESS PLAN B | GRFX-4503 PROFESSIONAL PRACTICE

1

What's your full name?

Avery Shell
Tampa, Florida

YOUR FINANCIAL PLAN:

A traditional financial plan for business consists of the following at a minimum:
12-month profit and loss projection; cash-flow projection; projected balance sheet; and break-even calculation.
This project will not be so demanding, nor specific.

First, do a cost-of-living analysis. Also research what is being charged in relation to where you will live and your experience level. **See Research Guide in project sheet.**

COST-OF-LIVING ANALYSIS:

What are your minimum EXPENSES in relation to your business per month?

If the costs you acquire are per quarter or year, do the math for the monthly cost.

Cost of basic Health Insurance:

\$613 per month for Health Insurance in Florida

Where did you find this information? If it's a link, [hyperlink](#) its home page.

<https://www.valuepenguin.com/average-cost-of-health-insurance>

Cost of Equipment (Software and Hardware):

\$59.99 per month for Adobe Creative Cloud

Where did you find this information? If it's a link, [hyperlink](#) its home page.

<https://www.adobe.com/creativecloud.html>

Cost of Website:

\$0

Where did you find this information? If it's a link, [hyperlink](#) its home page.

<https://shellardesigns.carrd.co>

Cost of Continued Education

\$0 < Youtube and Google are my continued education

Where did you find this information? If it's a link, [hyperlink](#) its home page.

<https://www.youtube.com>

Cost of Estimated Quarterly Taxes Set Aside Per Month (1/3 rule set aside 4 times a year):

\$5,552 to the government every 4 months as a freelancer

Briefly explain your math.

50,000/yr divided by 12 >> \$4,166

\$4,166/month / 3 = \$1,388

Every 4 months, you would owe \$5,552

Other:

\$1000 for rent and utilities

\$15.49 monthly for Netflix

\$25 monthly for a gym membership

\$300 monthly for groceries and eating out

\$300 monthly for student debt

TOTAL ESTIMATED COST PER MONTH:

\$1,700.48

What are your minimum projected PROFITS in relation to your business and its expenses per month?

How much will you charge?

\$25/hr or approximately \$50k a year

How many days of the week will you work?

4 days a week

How many hours per week do you expect to be billable?

40 hours a week

TOTAL ESTIMATED PROFIT PER MONTH:

\$2,466.20

financial forms

estimate

estimate

The following is an estimate from Avery Shell for work. This is neither an invoice, nor a quote. See plans from meeting notes to provide the expected total of hours. THANK YOU FOR THIS OPPORTUNITY!

Date: Date
Job Number: Job or Invoice #

Client Name: Company (or Person's) Name Here
Address: Street Address Here; City State Zip
Phone: (XXX) XXX-XXXX

project descriptions

Name of Project

Notes:

List any notes from meetings or other information provided by client.

Materials Requested:

IF client has requested specific materials, list here. Otherwise remove.

Timeline:

No rush charges. Timeline discussed when estimate approved. If job will be rushed, explain here and increase rate.

Rate: \$--/hr

Hours:

Revisions:

Total: \$

- Explain here what you will receive and what is expected.
- More here. Include everything, including the time to pre-press (or similar) files.
- Revisions beyond those listed will incur hourly charges.

thank you!



810.488.6110
shellardesign@gmail.com
www.shellardesigns.carrd.co
 shellar.designs
 avery shell
 avery shell

quote

The following is a quote from Avery Shell for work. This is not a legally binding contract, nor an invoice. See meeting notes to provide the expected total of hours. THANK YOU FOR THIS OPPORTUNITY!

Date: Date
Job Number: Job or Invoice #

Client Name: Company (or Person's) Name Here
Address: Street Address Here; City State Zip
Phone: (XXX) XXX-XXXX

project descriptions

Name of Project

Notes:

List any notes from meetings or other information provided by client.

Materials Requested:

IF client has requested specific materials, list here. Otherwise remove.

Timeline:

Be clear on the time this project is due (or any due dates within the project). Also state that if job is expected before this time, it will incur a rush charge. Be clear on what this increased rate or singular charge would be.

Rate: \$--/hr

Hours:

Revisions:

Total: \$

- Explain here what you will receive and what is expected.
- More here. Include everything, including the time to pre-press (or similar) files.
- Revisions beyond those listed will incur hourly charges.



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 avery shell

hourly invoice

invoice

THANK YOU FOR THE OPPORTUNITY TO WORK WITH YOU. All payments can be made to Avery Shell and mailed to the address below. Please contact me with questions about this or any future work!

Date: Date
Job Number: Job or Invoice #
Payment Due: XX/XX/XXXX

Client Name: Company (or Person's) Name Here
Address: Street Address Here; City State Zip
Phone: (XXX) XXX-XXXX

project descriptions

Name of Project

Rate: \$--/hr
Hours:
Revisions:
Total: \$

- Explain briefly what was done. Be sure it matches to the estimate and quote at a minimum.
- If the project is not yet finished, state this.

TOTAL DUE: \$XXX



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project invoice

invoice

THANK YOU FOR THE OPPORTUNITY TO WORK WITH YOU. All payments can be made to Avery Shell and mailed to the address below. Please contact me with questions about this or any future work!

Date: Date
Job Number: Job or Invoice #
Payment Due: XX/XX/XXXX

Client Name: Company (or Person's) Name Here
Address: Street Address Here; City State Zip
Phone: (XXX) XXX-XXXX

project descriptions

Name of Project

Project Rate: \$XX
Revisions:
Rate: \$--/hr
Hours:
Total: \$

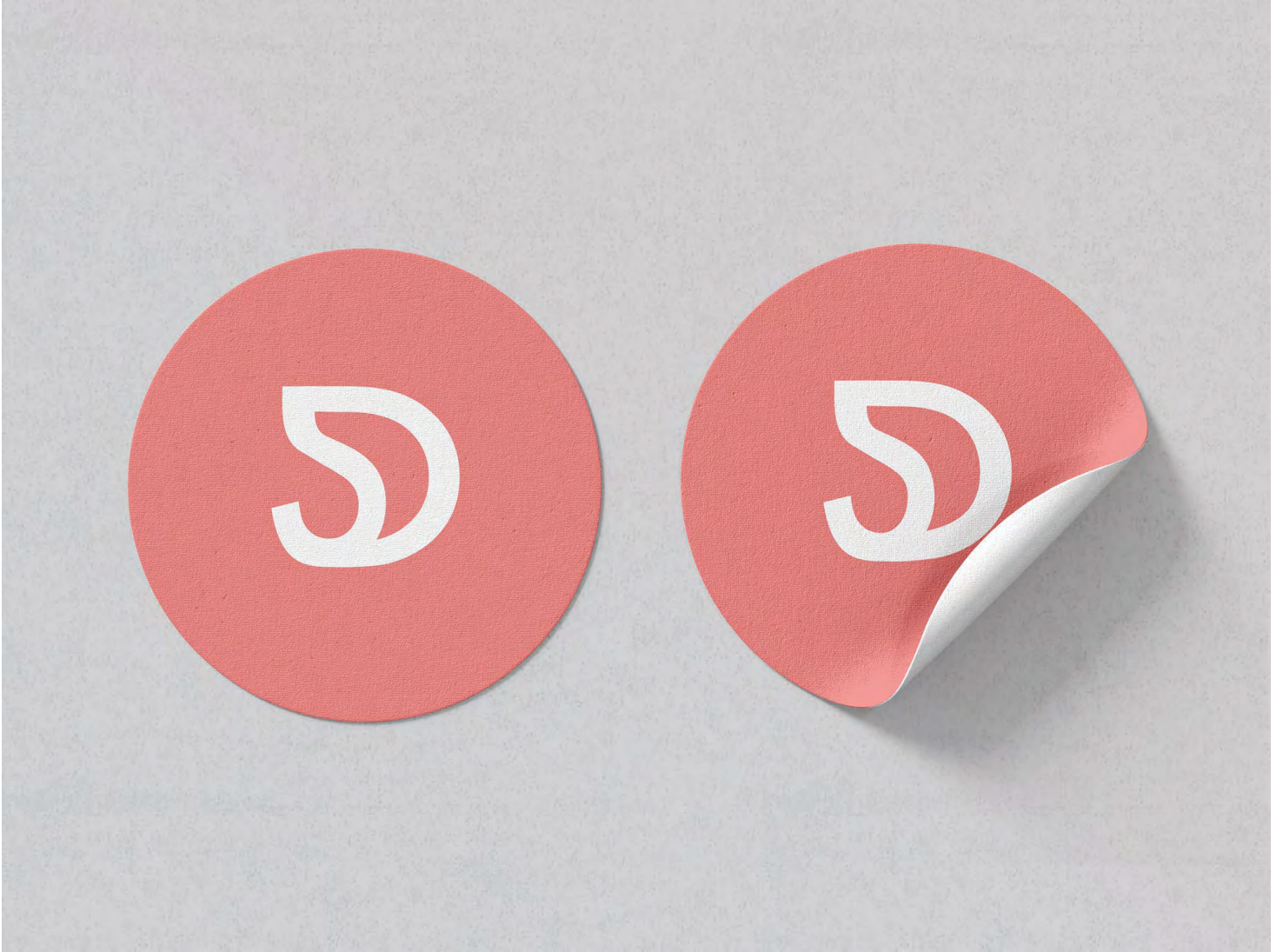
- Explain briefly what was done. Be sure it matches to the estimate and quote at a minimum.
- Be clear on the time allotted to revisions beyond the number allowed on the estimate/quote. If none were necessary, remove this.

TOTAL DUE: \$XXX



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**thank you for reading
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