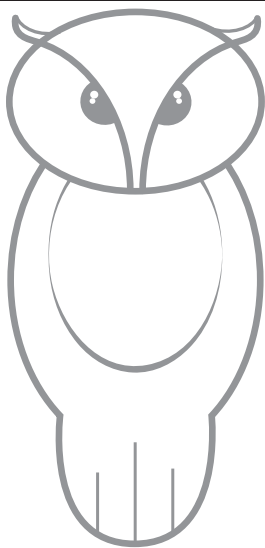


# Lacey Pyle | Graphic Designer



## *Application for Pro-Bono Design Services*

In applying for free graphic design services, the client or applicant ["the client"] understands that Lacey Pyle provides said services and treats the work as if it were for a paying client and likewise expects the client to treat the designer with respect and dignity. Taking advantage of free services includes but is not limited to: dishonesty in application process, falsifying an organization or its goals, missions, or purposes; coercion or blackmail in exchange for more design services than is stated in this contract, or more revision requests unless otherwise agreed upon **in writing**. The client will not hold Lacey Pyle responsible for any financial or reputation damages and releases Lacey Pyle of all liability from judicial or legal action that may arise during or after the completion of the project. The client understands it is **the client's responsibility** to proofread, check accuracy of information as well as provide any source(s) if necessary, and verify the currency of any information on the design. Lacey Pyle does not provide printing, web hosting, or other third-party services. The client is responsible for the origin and/or copyrights on any information, graphics, photographs, or other elements if such elements are provided by the client.

While the client owns the right to the information, Lacey Pyle reserves the rights to the actual design and layout, which cannot be used for any other purpose than that for which it was created without written consent. Lacey Pyle may use the design in self-promotion both in print and on the World Wide Web (Internet) at any time after the design is completed and for as long as Lacey Pyle sees it is relevant to her portfolio. Lacey Pyle reserves the right to decline or withdraw from the project at any time or for any reason if she feels she is being taken advantage of or if it is revealed that the client has been dishonest or has unreasonable demands.

The applicant will only be contacted under the condition that his or her application has been selected, which occurs on the 25th of each month for work commencing the following month. Selected applicants will be contacted via phone and e-mail. Failure of client to respond after 48 business hours voids any offers.

### Stipulations

*Where "You" and "Your" refers to the below signed client and his or her non-profit organization.*

1. **All** fields in the application form must be completed. Lacey Pyle reserves the right to request more information.
2. You must be willing to provide your **Tax Identification Number** as issued by the IRS to verify **Section 501(c)3** status.
3. Only **one submission per month** is allowed, otherwise your organization will be disqualified for twice the number of months as applications received [2 submissions on a single month results in a 4-month disqualification].
4. You **must** be a non-profit, not-for-profit, or other public service organization in order to qualify for pro-bono work.
5. You may not request **political advertising** or other persuasive materials covering controversial topics within 3 months of election time (i.e.: abortion, gay marriage, religious or racial topics).
6. There is a maximum of **three (3) revisions**, which is defined as any change or group of changes requested at any one time after the first draft of the design. Thereafter, a non-profit rate of \$50/hour will be assessed for all time spent on the design or revisions.
7. You may only request **one project per submission**. A "project" is defined as: one piece of printed collateral, such as standard tri-fold brochures, stationary (business card and letterhead), invitations, billboards, announcements, greeting cards, or flyers. A "project" is also defined as web graphics (i.e.: banners, and advertisements) for your own or other websites with which you are directly affiliated. Web file formats include .GIF, .PNG, .JPG, .SWF, .FLA, or other as approved. Animation for the web may not exceed 8 seconds. Other projects not listed here may be approved depending on the specifics of that project. Be sure to ask.
8. These rules and stipulations may be subject to change without prior notice, so be sure you have the most current application. The date of this application is **September 2009**.

*Deadline to submit for the following month is the 20th day of each preceding month.*

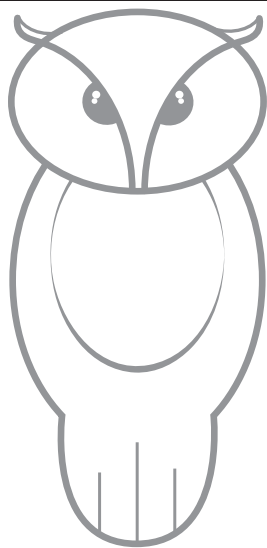
Organization Name: \_\_\_\_\_

I have read, understand, and accept these terms: \_\_\_\_\_

Please print name and Date: \_\_\_\_\_

**Mail both completed and signed forms to: Lacey Pyle, 2142 O'Neal Lane #195 • Baton Rouge, La 70816**

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## *Application for Pro-Bono Design Services*

**Organization name:** \_\_\_\_\_

**Tax ID#:** \_\_\_\_\_

**Industry or type of organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Status** *(circle one):*

Start-Up *(ex.: new organization)*

Established *(ex.: local relief funds, advocacy groups)*

Legacy *(ex.: established for 20 continuous years or more)*

**Year Established:** \_\_\_\_\_

**How did you hear about Lacey Pyle's Pro Bono Program?**

**Size in terms of members,  
volunteers, or workers:**

1-10

51-100

11-30

101+

31-50

Don't Know

Please describe your organization in 50 words or less. You may write your mission statement if you prefer.

Please describe your project request; include your target audience, color or black/white, size, distribution, vendors, etc.

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