

GRAPHIC DESIGN AGREEMENT

JOSEPH T. BRUMLEVE & THE CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

This Graphic Design Agreement (the “**Agreement**”) is entered into February 12, 2022 (the “**Effective Date**”), by and between the Champaign County Regional Planning Commission (RPC), with an address of 1776 E Washington St, Urbana, IL 61802 (the “**Client**”) and Joseph T. Brumleve, with an address of 1903 Summit Dr, Urbana, IL 61802, (the “**Designer**”), collectively “the **Parties.**”

1. **Project Description.** Client wishes to hire Designer to provide as-needed Graphic Design services and consultation. Design services may include, but not limited to the following: graphic design and website design.
2. **Schedule.** The Parties agree to an open-ended timeline, with no set ending date, that may be terminated at any time by either the Client or the Designer.
3. **Client Approval and Revisions.** Client must approve all materials before project finalization.
4. **Payment.** The Parties agree to the following Payment and Payment Terms:
Fee for Services: **\$50/hour**, invoiced monthly
5. **Confidentiality.** During the course of this Agreement, it may be necessary for Client to share proprietary information, including trade secrets, industry knowledge, and other confidential information, to Designer in order for Designer to complete the Graphic Design services and Deliverables in their final form. Designer will not share any of this proprietary information at any time. Designer also will not use any of this proprietary information for his/her personal benefit at any time.
6. **Termination.** Upon termination, Designer shall provide the Client all files related to Deliverables to the Client at its earliest convenience.
7. **Ownership Rights.** Client continues to own any and all proprietary information it shares with Designer during the term of this Agreement for the purposes of the Agreement. Designer has no rights to this proprietary information and may not use it except to complete the Graphic Design services. Upon completion of the Agreement, Client will own the final Graphic Design Deliverables.

8. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

"CLIENT"

Signed: *Elizabeth Murphy*

By: Elizabeth Murphy, Chief Operating Officer

Date: 02/14/2022

"DESIGNER"

Signed: *Joseph Brumleve*

By: Joseph T. Brumleve

Date: 02-12-2022