

FIELD	SERVICES	DESCRIPTION & DELIVERABLES	ADDITIONAL CHARGES	Hours
3D	3D: Mockups	Client provides techpacks, flat files and brand guidelines, with resources and assets. OFPO to create 3D mockup of any object and/or fabric.		3
	3D: Modelling	Client provides, brief, Brand DNA, resources and assets. OFPO to create 3D modelling of any object(s).		36
	3D: Modelling Textures and Rendering	Client provides OBJ file. OFPO to create model and create photorealistic renders.		36
	3D: Concept Development: AI	Client provides brief of the project and any necessary resources/assets. OFPO to utilize AI for text-to-image for a fast turnaround and a mixture of traditional design techniques and stable diffusion to create a concept development, ensuring alignment with client specifications.		2
	Traditional Key Frame 3D Animation	Client provides brief of objectives for the project along with product details any assets, OFPO to execute traditional keyframe 3D animation techniques to showcase and animate.		5
	3D Animation: Product Showcase	Client provides brief of objectives for the project along with product details any assets, OFPO to execute product showcase 3D animation.		5
	3D Animation: Product Animation	Client provides brief of objectives for the project along with product details any assets, OFPO to create product 3D animation.		5
	3D Animation: Product Development	Client provides brief of objectives for the project along with product details any assets, OFPO to create 3D product development animation.		5
	3D Animation: Character Concept & Animation - Character Rigging	Client to provide character concepts and specifications, OFPO to execute character rigging.		5
	3D Animation: Character Concept & Animation - Two Character Idly Animation	Client to provide character concepts and specifications, OFPO to produce two character idly animations totaling 48 frames at 24 frames per second.		5
	3D Animation: Environment Design & Scenography	Client to provide project details and environmental requirements, OFPO to craft environment designs and scenography elements to meet project specifications and create immersive visual settings.		7
	3D Animation: Concert Visuals	Client to brief on any concert details or visual preferences, OFPO to present a proposal for concert visuals tailored to the event, ensuring dynamic and engaging visual content.	Additional charges will be ensure fore execution after the initial proposal of work is pitched	8
	3D Animation: Property Visualization & Architectural Renders	Client to provide property blueprints and visualization goals, OFPO to generate architectural renders and property visualizations, bringing designs to life and showcasing properties in a compelling manner.		7
	3D Animation: VFX Visual Effects 3D Compositing & Effects	Client to brief on project scope and desired visual effects, OFPO to pitch a proposal for VFX visual effects, conduct 3D compositing, and integrate effects seamlessly to enhance visual appeal and meet project objectives.	Additional charges will be ensure fore execution after the initial proposal of work is pitched	9
	2D MOTION GRAPHICS	MG: Animated Logo	Client provides open vector file of logo. OFPO to create animated logo design for intros and social media.	
MG: Product Demo & Tour		Client provides tangible/intangible product, brief and brand guidelines. OFPO to create Guided tour of your product/platform/app etc.		36
MG: Infographics		Client provides brief, copy, content and brand guidelines. OFPO to design animated infographics		24
MG: Animation		Client provides storyboard. OFPO to create minimal animations from 2D vector/layered objects.		60
VISUAL DESIGN	Artwork - Digital / Print Ad	Client provides brief and any resources/ assets related to the project, OFPO to Conceptualise and design on/offline ad based on clients requirements.		3
	Storyboard	Clients provides brief of the project, along with the script. OFPO to provide digital sketches of key frames in the video advertisement to proceed into production.		3
	Integrated Creative Campaigns	Client provides brief, resources, assets, brand guidelines. OFPO to create Social Media posts, online, offline advertisements.		3
	Social media posting	Client provides content to be posted. OFPO to create a calendar and posting schedule on twitter, FB, instagram.		5
	Studio: Finalizing	Client provides art work to be finalised. OFPO to finalise designs and artwork layouts to ensure they are good to print and reproduction in multiple size.		1
	Typography: Forging / Font design	Client provides brief and brand profile. OFPO to develop a custom font from scratch.		96
	Typography: Type setting	Client provides type setting. OFPO creates magazine layouts and type setting.		3
	Billboard/Unipole Design	Client provides brief and any resources/ assets related to the project. OFPO to Conceptualise and design billboard ad based on clients requirements.		3
FASHION DESIGN	Fashion Design: Illustrations	Client provides brief with color palette, resources, and assets. OFPO to do Fashion illustrations for collection based on moodboard.		3
	Fashion Design: Inspiration/Mood board	Client provides brief with color palette. OFPO to Moodboard for fashion illustrations		3
	Fashion Design: ODM and OEM	Client provides Brand DNA, with brief of collection. OFPO to Create a collection from fashion illustrations.		12
	Fashion Design: 3D Modelling	Client provides Techpack and fashion illustrations. OFPO to create 3D modelling for apparel and fashion.		24
	Fashion Design: Tech pack	Client provides Brand DNA, with brief of collection and fashion illustrations and provides size guide chart. OFPO to create techpack for production.		12
IDENTITY	Identity: Brand Guidelines	Client provides, logo, brand DNA, color palette and font files. OFPO to create core visual guidelines for brands.		12
	Identity: Logo Options	Client provides brand DNA, color palette, brief, resources and assets. OFPO to design 6 minimalist logo options.		6
	Identity: Standard Branding Logo	Client provides brand DNA, color palette, brief, resources and assets. OFPO to design minimalist logo.		5
	Identity: Premium Branding Logo	Client provides brand DNA, color palette, brief, resources and assets. OFPO to design detailed & intricate (Illustrated) logo.		10
	Identity: Collaterals, BC, Flyers, Brochures	Client provides brief, resources, assets, brand guidelines. OFPO to design collaterals viz, business cards, brochures, signz etc.		1
	Identity: Packaging Design	Client provides Brand DNA, logo. OFPO to design packaging flat designs for production.		3
	Illustration: Landscape Environment Design	Client provides brief with inspiration resources. OFPO to create outdoor design.		5
ILLUSTRATION	Illustrations: Tattoo stencil	Client provides, resources, inspiration and style suggestion. OFPO to design stencil for tattoos		3
	Illustrations: Comissioned art work	Client to provide images for inspiration. OFPO will send rough sketch to allow for one round of changes and details discussed. OFPO to deliver final artwork. Traditional/Digital art as per the clients requirements		3
	Illustrations: Digital art	Client provides mood board. OFPO to create digital art.		5
	Illustrations: Monotone Traditional Illustration	Client provides mood board. OFPO to create traditional Art.		5
	Photography:	Client provides theme and approval on location and models. OFPO to conduct Outdoor/Studio Shoots.		3
PHOTOGRAPHY	Photography: Photo retouching / editing	Client provides photos. (Resources and Assets if any.) OFPO to do photoretouching as per requirements.		5
	Photography: Manipulation	Client provides photos. (Resources and Assets if any.) OFPO to do photo Manipulation as per requirements.		3
	Video: Creation	Client provides, brief, Brand DNA, resources and assets. OFPO to create video content.		60
VIDEO	Video: Editing	Client provides Video and list of edit points. OFPO to edit existing video.		6
	Videos: Storyboarding	Client provides, brief, Brand DNA, resources and assets. OFPO to create storyboarding for video.		60
	Seed Deck	Client provides content and brief. OFPO to create template for seed deck adhering to brand guidelines.		12
BUSINESS SERVICES	Business plan	Client provides brief and content. OFPO to create a template for business plan adhering to brand guidelines.		3
	Intellectual Property; Patent Drawings	Client provides core functionalities, visual aid and process flow chart. OFPO to create IP and patent drawings for the invention.		12
	Understanding and Research Tax Obligations	Client provides jurisdiction of operation and Business model. OFPO will do the necessary research for your Tax obligations.		240
	Create conventional Website	Client provides content and copy. OFPO to create a suitable website based on your requirements using existing platforms.		96
WEB DESIGN & DEVELOPMENT	Unconventional Website - Wireframes	Client provides process flow chart. OFPO to create wireframes for web development.		60
	Process Flow for Website/Mobile App	Client provides basic structure of the platform. Meeting required to understand the process in full depth.		60
	Functionality Documentation for Website/Mobile App	Process Flow chart required. OFPO to create full functionality documentation for full stack development.		480
	Visual Documentation for Website/Mobile App	Functionality documentation and brand guidelines required. OFPO to create Visual Doc.		360
	Algorithms and Extensions Engineering	Meeting required. Engineer extensions and algorithms based on requirements.	Should the client want to develop API etc additional charges for web development will be incurred	Based on brief.
	Copywriting & Content Creation	Client provides brief and any resources/ assets related to the project/campaign. OFPO to create content and write copy.		Based on brief.
COMMUNICATION	Desk Visits	OFPO to come meet the clients or their employees or their clients or other affiliates.		3
	Press Kit: Dispatching Soft Copy	Client provides all material including high resolution images and press release. OFPO to dispatch to brands's Pan Arab media list digitally*.	Should the client wish for OFPO to dispatch hard copy press kits charges for «Press Kit: Dispatching Hard Copy» apply.	6
	Press Kit: Drafting and Dispatching Soft Copy	Client provides high resolution images without press release. OFPO to write press release and dispatch to brands's Pan Arab media list digitally*.	Should the client wish for OFPO to dispatch hard copy press kits charges for «Press Kit: Dispatching Hard Copy» apply.	6
	Press Release: Curating Content	OFPO to curate a press release on an event, collection, or new store opening and dispatch to Pan Arab media list digitally.		5
	Press Release: Dispatching	Client provides press release and PR will dispatch to the brands's Pan Arab media list digitally		2
	Eshot: Content Creation	Client to provide image, OFPO to create copy to accompany image and dispatch an electronic blast to the brands's Pan Arab media list such as celebrity spotting, regional news, capsule collection etc.		4
	Eshot: Content Provided	Client to provide image and copy, OFPO to dispatch an electronic blast to the brands's Pan Arab media list such as celebrity spotting, news, capsule collection.		2
	Interview: Email	OFPO to pitch and secure email interview, option to work with the headquarters PR to curate answers with input on regional market.		5
	Interview: Face-to-Face	OFPO to pitch and facilitate an interview with a press member in Dubai.		8
	Interview: Q&A	Client to provide questions and answers, OFPO to pitch already made Q&A to magazine or online website.		3
PLACEMENT	Editorial: Content Provided	Client to provide the story, high resolution images, OFPO to pitch and place exclusive editorial.		6
	Editorial: Content Creation	OFPO to create a story from press kit, pitch and place exclusive editorial.		8
	Advertorial: Content Provided	Client to provide high resolution images along with copy, OFPO to pitch and place advertorial*.	Client to incur the magazine's price for advertorial placement.	3
	Advertorial: Content Creation	Client to provide high resolution images, OFPO to create a story in order to pitch and place advertorial*.	Client to incur the magazine's price for advertorial placement.	5
	Photoshoot: Commissioned Monobrand	OFPO to pitch and arrange a photoshoot* with a magazine and be on set during the shoot.	Client to incur the magazine's price for a 8-6 page photoshoot placement.	12
	Photoshoot: Store borrowings	OFPO to liaise with headquarter to deliver* a total of 5 samples when requested by magazines or influencers. Until 5 borrowings have been met. OFPO to pitch clients' samples for photoshoots with other brands.	Cost of shipping samples to and from client or to borrower outside of the Dubai will also be incurred.	5
	Press Closet	Client to send a press closet in which OFPO will manage the closet and create a presentation to pitch to magazines or bloggers for multibrand or monobrand shoots.	Cost of shipping samples to and from client or to borrower outside of the Dubai will also be incurred.	24
	Event: Proposal	OFPO to submit a presentation for an event including conceptualizing, theme, venues options, food & beverage options, along with activities for press at the event.		5
	Event: RSVP	OFPO to invite media including dispatching electronic save the date, invitation* and attendance followup. OFPO to provide a list of RSVP'd press for the client to check in at the event.	Should the client wish for OFPO to dispatch hard copy invitations charges for production and delivery apply.	8
	Event: Execution and Management	OFPO to submit a presentation for an event including conceptualizing, theme, venues options, food & beverage options, along with activities for press at the event. Client to select from the options presented, OFPO to execute* and manage event from start to finish including: sending a pre event press release, inviting the media through electronic save the date, invitation*, following up on attendance before the event along with hosting the event and checking in press into the event. OFPO to send out post event press releases and post event presentation to the client including social media coverage, media attendance list, along with Strengths, Weaknesses Opportunities and Threats analysis.	Client to provide a budget on account for the event in which food, beverage, venue, decorations, activities and any items required to execute the event will be deducted. Should the client wish for OFPO to dispatch hard copy invitations charges for production apply.	96
POS	Point of Sale: Pop Up	OFPO to scout locations for the client for a point of sale or pop-up shop and present options in a presentation with venue or stall options.	Client incurs the cost of renting location, cost of stall rental or production, props etc.	40
	Press Trip	OFPO to coordinating press trip (i.e. Fashion Week) including pitching coverage, inviting and coordinate logistics including communication itinerary of flight, airport transportation and hotel. Follow up with press for coverage.	Client to incur the cost of flight, airport transportation and hotel.	8
INFLUENCERS & MEDIA	Press Gift	Stationary to supply 15 gifts, bags and stationary for cards, OFPO to provide list of recommended press members, bloggers or influencers who will receive them. OFPO to deliver press gift with personal note and monitor for social media coverage.	Cost of shipping gifts to and from client or to borrower outside of the Dubai will also be incurred.	10
	Influencer Initiatives	Client to propose activity and budget available for a influencer activation or initiative. OFPO to propose list of influencers that fit the brief and coordinate with the influencer for the campaign, hosting the store event, brand ambassador, phototshoot or instagram posts dependent on clients' objectives.	Client incurs influencers fee for the proposed activity.	20
	Competitions	Client to provide gift or voucher, OFPO to pitch to online site or official instagram accounts of magazines or influencers to host the competition. OFPO to dispatch the material to media and follow up on engagement rate.	Client incurs influencers fee for social media competition.	10
	*Buy Contacts of Press, Influencers and Media - MENA Region	Buy Contacts of Brands - USA		

\* Database of magazines and influencers is limited to the Middle East. If you have the contact or relations with press and you provide the details the below jobs are executable.