

Deposit & Payment Agreement

Client Name: _____

Phone Number: _____

Email Address: _____

Project/Garment Description:

Project Total & Payment Schedule

Total Cost of Project: \$ _____

Non-Refundable Deposit Required (Minimum 30–50%): \$ _____

Due upon agreement signing to reserve materials, time, and design services.

Remaining Balance: \$ _____

Due upon completion, at final fitting or pick-up.

Payment Terms

1. **Deposit Policy:**

All deposits are non-refundable. This secures your design slot and covers materials and initial labor.

2. **Balance Due:**

The final balance must be paid before delivery or pick-up of the completed item. Late payments may delay garment delivery.

3. **Accepted Payment Methods:**

- Cash
- Venmo / PayPal / Zelle: _____

4. **Changes & Additional Costs:**

Any design changes or added work after signing this agreement may result in added

costs and extended timelines.

5. **Rush Fees:**

Rush orders (projects needed in less than 7 days) will incur a surcharge of 20%.

6. **Cancellation Policy:**

If a project is canceled by the client after deposit but before completion, no refund will be issued, and additional labor/materials already used may be invoiced.

Acknowledgment & Signatures

By signing below, the client agrees to the above terms regarding deposits, payments, and scheduling. This agreement is binding as of the date signed.

Client Signature: _____ **Date:** _____

Designer/Business Signature: _____ **Date:**
