FREELANCE WORK AGREEMENT

EFFECTIVE MARCH 4, 2026

This agreement sets out the working terms between the two parties named below. Both parties agree to act in good faith and treat each other with respect throughout the project.

BETWEEN

Mira Volkov
Independent Brand & Packaging Designer
Studio 4B, 218 Hawthorne Lane, Portland, OR 97214
mira@miravolkov.studio

AND

Goodroots Pottery LLC
Small-batch ceramic studio (the "Client")
341 Elm Street, Asheville, NC 28801
hello@goodrootspottery.com

1. PROJECT DESCRIPTION

Mira will design a complete visual identity package for Goodroots Pottery, including a wordmark logo, a small icon set, packaging label artwork for three product lines, and a one-page brand guidelines document. The work will be delivered in print-ready and web-ready formats.

The scope is fixed at the items listed above. Anything outside this list will be quoted separately before any extra work begins.

2. DELIVERABLES & TIMELINE

The project will be delivered in three milestones. Each milestone unlocks a portion of the total fee. Mira will share work at the end of each milestone for Goodroots to review.

MILESTONE	DUE	PAYMENT %
Logo & wordmark concepts	March 25, 2026	**30%**
Packaging artwork (3 lines)	April 22, 2026	**40%**
Final files & brand guide	May 13, 2026	**30%**

Dates assume Goodroots provides feedback within five business days. If feedback is delayed, the milestone dates shift accordingly.

3. PAYMENT TERMS

The total project fee is $7,800 USD, paid in three installments tied to the milestones above. Invoices are due within 14 days of receipt and can be paid by ACH transfer or credit card.

Late payments accrue a 1.5% monthly fee. If an invoice is more than 30 days past due, work pauses until the balance is settled.

4. REVISIONS

Each milestone includes two rounds of revisions. Goodroots will consolidate feedback from their team into a single response per round so revisions stay focused.

Additional revision rounds beyond the included two are billed at $95 per hour, with a written estimate provided before any extra work begins.

5. OWNERSHIP & USAGE RIGHTS

Once final payment is received, Goodroots owns full rights to the approved logo, packaging artwork, and brand guidelines, and may use them freely for any commercial purpose.

Mira retains the right to display the finished work in her portfolio and on social media as a case study, unless Goodroots requests otherwise in writing.

6. CONFIDENTIALITY

Both parties will keep any non-public information shared during the project private. This includes product plans, customer data, pricing, and any draft creative work that has not been publicly released.

This obligation continues for two years after the project ends. It does not apply to information already public or independently developed.

7. CANCELLATION

Either party may end this agreement at any time by giving written notice. If Goodroots cancels, they pay for all work completed up to that date plus a 15% kill fee on the remaining balance.

If Mira cancels, she returns any unearned deposit and provides Goodroots with all work-in-progress files in editable format so another designer can continue if needed.

8. LIABILITY

Mira will perform the work with reasonable care and skill, but cannot guarantee specific business outcomes such as sales, traffic, or brand recognition.

Either party's total liability under this agreement is limited to the amount actually paid by Goodroots in the previous 12 months. Neither party is liable for indirect or consequential damages.

9. MUTUAL AGREEMENT

Both parties have read this agreement, understand its terms, and are signing it freely. This document is governed by the laws of the State of Oregon and contains the entire agreement between the parties.

Any changes to this agreement must be made in writing and signed by both parties to be effective.

Signed and agreed by:

FREELANCER

SIGNATURE

Mira Volkov
Independent Designer

DATE: _____

CLIENT

SIGNATURE

Daniel Reyes
Co-founder, Goodroots Pottery

DATE: _____