



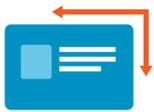
# Project Scope

Your project selections:



## Project Type

- Presentation**  
 Static or animated slides that combine story, data and visuals, best presented in front of live audiences
- Template**  
 Branded business tool with customized layouts and preset formatting for building your own presentations
- Document**  
 Teasers, leave behinds, mailers, reports and more, best for printing and emailing
- Infographic**  
 Data visualizations that present information quickly and clearly through custom graphics



## Technical Specs

### Aspect Ratio

- 16:9**  
 Modern, compatible with widescreen monitors and projectors
- 4:3**  
 Traditional, compatible with older projectors and letter size printouts
- Other Document/Paper Size:**

### File Type

- Powerpoint**  
 PC and Mac
- Keynote**  
 Mac and iDevices
- PDF**  
 Any platform; no animations
- Other**

### Fonts

- Default Fonts**  
 Limited, compatible with all systems
- Mac Only Fonts**  
 Mac OS default fonts; may not be compatible with PC
- Custom Fonts**  
 Unlimited, need to be installed before presenting  
 (Unrestricted for PDF or video)

### Language

- English**
- French**
- Other:**



## Annexes

- Basic**  
 1 round of revisions
- Standard**  
 2 rounds of revisions
- Premium**  
 3 rounds of revisions



## Project Timeline

- |   |   |   |   |
|---|---|---|---|
| <b>Mockups</b>                            | <b>1st Draft</b>                          | <b>2nd Draft</b>                          | <b>Final Deliverable</b>                  |
| <input style="width: 100%;" type="text"/> |

# Project Quote

**Canadian Clinical Trials Coordinating Centre** 200-119 Ross Avenue, Ottawa, ON, K1Y 0N6

## INVESTMENT CASE SLIDE BANK REDESIGN AND TEMPLATE

**Total**

### Standard/Premium Presentation Redesign - Approx. 25-30 Slides

**\$5-9k**

Our Premium Package is the best that Stinson has to offer and suitable for presentations that need creative direction for a complete transformation, including intricate visuals or advanced features. Our dedicated team will spend more time designing each slide for clients looking to build a show-stopping presentation.

This option includes custom high-end layout redesign, photography, sophisticated custom illustrations and icons, charts and data visualization, and copyediting.

### Template Design - 5 Master Slides

**\$2-3k**

We create custom layouts by analyzing your existing corporate presentations to design the most productive template for your business needs. Intuitive and easy-to-use, templates are time-saving tools suitable for multiple users of different skillsets.

This option includes embedded colour schemes and fonts, photography, icons, chart and graph styles, animations, and master layouts. We include basic instructions and sample slides for suggested best uses of master layouts.

### Add-ons: Icon Library - 20 icons (Optional)

**\$500.00**

### Premium Annexes Package

Our premium process includes 3 rounds of feedback with our team to make adjustments and perfect the presentation.

**TOTAL (CAD)**

**\$7.5-12.5k**

plus tax

#### Stinson Design

401 Richmond St. W, Suite 243, Toronto, ON, M5V 3A8  
+1 (888) 960 9851 | info@stinsondesign.com

#### Payment Terms

Payable in thirty (30) days. A late fee of 1.5% per month (or 18% per year) will be applied on any delayed payment.

#### HST Number

785259524RT0001

## Contract

This AGREEMENT is dated and in effect as of **2018-04-11**, between **Canadian Clinical Trials Coordinating Centre(CCTCC)** hereafter referred to as the "Client" and Stinson Communications Inc, hereafter referred to as the "Consultant". This agreement is with respect to the **Investment Case and Template Design**, hereinafter referred to as the "Work." Whereas, the Consultant is a professional presentation design agency of good standing; whereas, the Client wishes the Consultant to create certain Work described more fully herein; and whereas, the Consultant wishes to create the Work; therefore, in consideration of the foregoing premises and the mutual covenants hereinafter set forth and other valuable considerations, the parties hereto agree as follows:

### CONFIDENTIALITY

The terms and conditions of that certain non-disclosure agreement dated **N/A** between the Client and the Consultant are hereby incorporated by reference and each of the Client and the Consultant hereby agrees to continue to be bound by such terms and conditions.

### PAYMENT SCHEDULE

The full length of this contract is as follows:

Starting date is **TBD** and estimated completion date **TBD** for the estimated total amount of **\$8,475-14,125 CAD**.

The Client shall pay the Consultant **\$0 CAD**, as a deposit for project commencement. The balance of **\$8,475-14,125 CAD** is due within 30 days of completion date, and file relinquishment.

### DUE DATES

The Consultant agrees to deliver the Work on dates as agreed upon in the Proposal and will make every effort to meet agreed upon due dates. The Client should be aware that failure to submit required information or materials may cause subsequent delays in the production. Delays from the Client could result in significant delays in delivery of finished work.

### FEES & ADDITIONAL SERVICES

Changes in client input or direction or additional changes will be charged at USD \$150 per hour. Any work the Client wishes the Consultant to create, which is not specified in the project scope, or in the Proposal will be considered an additional service. Such Work shall require additional payment separate from and above that specified in this Agreement.

### EXPENSES

The Consultant agrees to request approval from the Client before engaging in any expenses. Upon approval, the Client agrees to reimburse the Consultant for any of the following expenses necessary in completion of the Work: (e.g. Fonts, Messengers, Proofs, Props, Research, Shipping, Software, Stock Photography, Stock Videos, Travel, Accommodation, Telephone Consultation).

### ASSIGNMENT OF WORK

The Consultant reserves the right to assign other designers to the Work to ensure quality and on-time completion.

## Contract

### RESERVATION OF RIGHTS

All rights not expressly granted hereunder are reserved to the Consultant, including but not limited to all rights in sketches, comps, or other preliminary materials.

### PERMISSIONS AND RELEASES

The Client agrees to indemnify and hold harmless the Consultant against any and all claims, costs, and expenses, including attorney's fees, due to materials included in the Work at the request of the Client for which no copyright permission or previous release was requested or uses which exceed the uses allowed pursuant to a permission or release.

### PUBLICATION

The Client will not use the name of the Consultant in any advertising or publicity without prior approval from the Consultant. Work shall be "made for hire" and all rights and interests of the final deliverable(s) become the property of the Client upon complete payment.

### COPYRIGHT NOTICE

Copyright is in the Consultant's name. Upon completion of the Work and payment of balances owing, the copyright to the final deliverable(s) and all its contents will be released to the Client. Any working files and assets can be released with an additional fee.

### TERMINATION

Either party may terminate this Agreement by giving 10 days written notice to the other of such termination. In the event that the Work is postponed or terminated at the request of the Client, the Consultant shall have the right to bill pro rata for work completed through the date of that request, while reserving all rights under this Agreement. If additional payment is due, this shall be payable within 30 days of the Client's written notification to stop work. In the event of termination, the Client shall also pay any expenses incurred by the Consultant and the Consultant shall own all rights to the Work. The Client shall assume responsibility for all collection of legal fees necessitated by default in payment.

The Client and the Consultant are independent parties and nothing in this Agreement shall constitute either party as the employer, principal, partner of, or joint venture with the other party. Neither the Client nor Consultant has any authority to assume or create any obligation or liability, either express or implied, on behalf of the other.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the **Client**:

On behalf of the **Consultant**:

Date: \_\_\_\_\_

Date: **2018-04-11** \_\_\_\_\_