



211 Journalism Building Baton Rouge, La. 70803 • Phone: 225.578.2426 • Email: [imprintcommnsu@gmail.com](mailto:imprintcommnsu@gmail.com) • Web: [www.imprintcommunicationslsu.com](http://www.imprintcommunicationslsu.com)

Date:

**CLIENT NAME:**

**Company Name:**

**Client Address:**

To: **CLIENT NAME**

From: ImPRint Communications

Re: Client Firm Contract

This memo serves as a contract between ImPRint Communications and **CLIENT NAME** for public relations services rendered.

This work will begin upon the signing of this contract and be completed no later than scheduled project end date – one academic semester. During this time period, ImPRint Communications will complete the activities described in Attachment A (client proposal). Upon completion of this work, ImPRint will have delivered **CLIENT NAME** all items described in Attachment A. The first half of the total cost of services rendered is due at the time the client signs this contract, and the second half of the total cost of services rendered is due before the last agreed upon service is provided.

ImPRint Communications will secure advanced approval from **CLIENT NAME** for any single expense not originally agreed upon. All design material, media events and any other public relations or marketing initiatives will require approval from **CLIENT NAME** before printing. If printing errors occur after approval of a proof that contained errors, it is the financial responsibility of **CLIENT NAME** for reprinting. If printing errors occur by ImPRint Communications, the firm will be financially responsible for any corrections needed including reprinting and distribution.

**CLIENT NAME** agrees to work with ImPRint Communications to complete this project within the specified timeframe by providing requested information and feedback within a timely manner to keep within the agreed upon project timeline.

ImPRint Communications will keep all information relating to this project confidential. ImPRint Communications shall not, without prior consent of **CLIENT NAME**, use or disclose such information to persons not authorized by **CLIENT NAME**. All information and property records pertaining to **CLIENT NAME** are and shall remain client property.

ImPRint Communications shall be indemnified, reimbursed, held harmless and defended from and against any and all claims, demands, causes of action, liabilities, losses and expenses (including, without limitation, the disbursements, expenses and fees of their respective attorneys) that may be imposed upon, incurred by, or asserted against any of them, or any of their respective directors, officers, partners, employees, attorneys or agents, arising out of or related directly or indirectly to this agreement. This paragraph, insofar as it applies to work undertaken while this agreement is in effect, shall survive the termination of this agreement.



211 Journalism Building Baton Rouge, La. 70803 • Phone: 225.578.2426 • Email: imprintcomm@lsu@gmail.com • Web: www.imprintcommunicationslsu.com

If you accept the terms described herein, please signify your agreement by signing your name below and returning this contract to:

ImPRint Communications  
211 Journalism Building  
Baton Rouge, La. 70803

A signed copy of this agreement will be returned to you for your files. If you have any questions about the terms outlined herein, please contact ImPRint Communications directors and/or PRSSA Faculty Adviser, Dr. Hyojung Park.

I agree to the terms described herein.

\_\_\_\_\_

Meagan Morvant

ImPRint Co-Director

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

\_\_\_\_\_

Peyton Short

ImPRint Co-Director

\_\_\_\_\_

Dr. Hyojung Park

ImPRint Faculty Adviser

\_\_\_\_\_  
**CLIENT NAME**

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