

CAITLIN COLE *design*

From Caitlin Cole Design

To Crawford's Social

Invoice

188-006

Caitlin Cole Design
4550 NW Bramble Trail
Lee's Summit, MO 64064

John Damas
974 S. Westlake Blvd,
Westlake Village, 91361

Date Issued: Feb 22, 2024
Payment Due: Mar 8, 2024

Amount Due: **\$3,870.00** USD

Description	Qty	Unit Price	Amount
Investor Update Scrolling Website Presentation & Email Design Format and update content and images in Canva website template. Update the email image button with the new website link. Test site and email functionality and incorporate client alterations to the chosen direction.	3	\$60	\$180.00
Promotional Poster & Banner Designs Development and design of mockups and large-scale print files. Size and edit imagery to print product specifications. Convert and adjust color profiles to CMYK. Alignment of graphics, custom typography, and imagery. Design refinement and incorporation of client alterations to the chosen direction. Package and deliver files. Coordinate printing and shipping. <ul style="list-style-type: none">• Gift Card Banner 18" x 8ft• Gift Card Posters 24" x 36" and 12" x 18"• Now Open Banner 4ft x 8ft• Lunch Banner 4ft x 8ft• Large Check Poster 18" x 36"	8.5	\$60	\$510.00
Employee Handbook Booklet (64-pages: 5.5in x 8.5in) Format and convert the 59-page 8.5in x 11in contract into printable saddle stitch booklet. Create individual page layout for Confirmation of Receipt Signature Form. Package and deliver print files.	7	\$60	\$420.00

Employee Manuals (8.5in x 11in)	40	\$60	\$2,400.00
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Template development and layout of 3 Canva templates for Employee Manuals. Copywriting and organization of sections and page labeling that corresponds to the hyperlinked table of contents outline. Custom illustrations and infographics of uniform guidelines and employee dress code standards for concierges, bartenders, servers, chefs, and food runner/server assistants. Design refinement and incorporation of client alterations to the chosen direction. Package and deliver files.

- Concierge & To-Go Manual (72-pages)
- Food Runner/ Server Assistant Manual (77-pages)
- CS Service Manual (82-pages)

Cocktail Recipe Booklet (20-Pages)	10	\$60	\$600.00
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Template development and layout of a 20-page cocktail bar recipe booklet. Design of cover page, custom cocktail illustrations with corresponding glass icons, headers, ingredients, and recipe typography. Design refinement and incorporation of client alterations to the chosen direction. Package and deliver files.

Scarf Design	2	\$60	\$120.00
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Development and design of scarf based on previous bandana design. Size and edit CS pattern and typography to align with print product dimensions. Package and deliver files.

Crawford Building Postcard 4x6	4	\$60	\$240.00
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Development and design of custom-building illustration printed postcard.

Discount	10	-\$60	-\$600.00
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Subtotal	\$3,870.00 USD
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Total	\$3,870.00 USD
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Full payment is due within 15 days of this invoice. A 10% monthly service charge applies to overdue balances. All payments are to be paid by cash, check, credit card, money order, or automatic deposit. The grant on any copyright license is conditioned upon receipt of full payment. The Designer retains ownership of all original artwork, whether preliminary or final, unless express release is given in writing.

Thank you, we appreciate your business and look forward to working with you again in the future.

Benjamin Koppel, Account Manager
 www.CaitlinColeDesign.com
 816-223-5130