



Custom Puzzles by Elizabeth Hinshaw

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## Agreement

Sign and fax this form to: 888-705-5360

I have asked Elizabeth Hinshaw and/or her associates to design a crossword puzzle for me. I have provided Elizabeth with the information I would like to see included, and she and I have agreed on the core content based on my input. We have also agreed on the fee for the puzzle and a deadline for completion.

Completion and Payment. This project is completed once Elizabeth delivers a custom puzzle as outlined on the web site or brochure. Payment for the puzzle is due on or before this date.

Scope: If I request a change in the core content of the puzzle after today, Elizabeth may adjust the puzzle fee up or down based on her estimate of any increase or decrease in the amount of work required to complete the puzzle.

Deadlines: I understand that Elizabeth's ability to meet the puzzle deadline may depend on my responsiveness to her questions and/or my prompt review for final approval. I have provided Elizabeth with information on how and when she can contact me.

Intellectual Property: Elizabeth affirms that my puzzle is an original work by her (and/or her associates) and has not been published in any form prior to delivery to me. Elizabeth grants me permission to use and reprint the puzzle as often as I like, provided that the puzzle is not modified or resold in any form.

Confidentiality: Elizabeth will not reveal the information I provide to anyone not involved in creating my puzzle, and will not use this information for any commercial purpose beyond the scope of this agreement. She will take reasonable precautions to protect this information from being accessed by others.

Termination: Elizabeth and I reserve the right to terminate this agreement. If I terminate the agreement prior to completion of the puzzle, I will owe a portion of the agreed fee based on Elizabeth's assessment of the percent of total hours spent working on the puzzle up to the date of termination. All unpaid fees up to the point of termination will be due in full at that time.

Liability: This agreement will be governed by the laws of the State of North Carolina. The liability assumed by either party in this agreement is limited to the total professional fees accumulated up to either the date of termination or the date of project completion, whichever comes first.

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

(Optional) Record fee and deadline here: \_\_\_\_\_