

# Mac Doctor



## WORK AGREEMENT

17 RINDGEFIELD STREET  
CAMBRIDGE, MA 02140

PHONE: 617.834.4913  
EMAIL: HELP@MACINTOSHDR.COM

### PAYMENT TERMS

This invoice shall be paid within fifteen (15) days of receipt. A 2% monthly service charge is payable on all overdue balances.

### ESTIMATES

If this form is used for an estimate or assignment confirmation, the fees and expenses shown are minimum estimates only. Final fees and expenses shall be shown when invoice is rendered.

### CHANGES

Client shall make additional payments for changes requested to the original scope of project. However, no additional payment shall be made for changes required to conform to the original scope of project. Client shall offer Mac Doctor first opportunity to make any changes.

### PROOFING

Principle and final responsibility for proofreading rests with the Client. Any changes that must be made after the final proof has been approved are considered Client Alterations, and are billable by the hour. Any cost associated with alterations made after the final proof are the responsibility of the Client.

### EXPENSES

Client shall reimburse Mac Doctor for all expenses arising from this project, including hardware, software, shipping, and the payment of any sales taxes. Client's approval will be obtained for any increases in fees or expenses that exceed the original estimate by 10% or more.

### CANCELLATION

In the event of cancellation of this project, Client will pay for all work already performed and expenses incurred including any return fees, restocking fees, and hardware or software that cannot be returned. Mac Doctor shall retain ownership of all copyrights and the original work.

### ARBITRATION

Any disputes in excess of the maximum limit for small claims court arising out of this Agreement shall be submitted to binding arbitration before the Joint Ethics Committee or a mutually agreed upon arbitrator pursuant to the rules of the American Arbitration Association. The Arbitrator's award shall be final, and judgment may be entered in any court having jurisdiction thereof. The Client shall pay all arbitration and court costs, reasonable attorney's fees, and legal interest on any award of judgment in favor of Mac Doctor.

### ACCEPTANCE

The receipt of this invoice and/or the acceptance of completed work described in this invoice shall evidence acceptance of these terms.

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