

**WORKORDER / NO. CWH003**

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights**, Customer.

**DATE:** January 29<sup>TH</sup>, 2016.

**WORK TO BE PERFORMED:**  
75TH Anniversary Event Flyer Template.

**\*DELIVERY:** Requested File Format.

**\*\*EXPECTED COMPLETION DATE:** 2.5.16

**PAYMENT TERMS:** \$400 to be paid upon receipt of invoice.

**Printing/ Mailing:** If applicable, printing/ mailing charges are separate from this work order and will be billed separately.

**Additional Work:** All additional work outside the scope of the work order will require an additional work order and shall be negotiated at time of commencement of said work.

\*Swaelu shall provide product in stated file format and delivery method. Swaelu shall not be held responsible for compatibility of files on client or third party computers, servers, or other in-house systems.

\*\*Delivery dates are based on two business-day turn around on proof approvals and delivery of materials to be provided by client after notification from Swaelu. Any extension by the client in the turn around/delivery time negates the completion dates stated in this work order and subjects client to default penalties as stated in the Project Master Agreement. Completion dates are for Swaelu work only and do not include completion times with vendors the client has hired in addition to Swaelu to complete the above projects. Should Client not provide content, approvals or any other components required for Swaelu to finish contracted work by the stated deadline in the work order, the Client will be considered in Default one day after stated deadline. Client forgoes any claim to a refund on payments already paid to Swaelu for contracted work.

**WORKORDER NO. CWH003**

---

**FOR SWAELU LLC:**

*Kathryn A. Dickel*

SIGNED: \_\_\_\_\_

PRINTED: \_\_\_\_\_ Kathryn Dickel \_\_\_\_\_

TITLE: \_\_\_\_\_ Partner/CEO \_\_\_\_\_

DATE: \_\_\_\_\_ January 29<sup>th</sup>, 2016 \_\_\_\_\_

---

**FOR CLIENT: City of Windsor Heights**

SIGNED: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

---