

## Who should consider a retainer?

Companies who have an ongoing need for communication design should consider contracting Red Beret Design under a retainer. Retainers can be arranged for as few as 10 hours a month for a three month period.

## How does a retainer work?

When you enter into a retainer contract, it's like having a part-time worker dedicated to your projects for a set period of time, but without the overhead of an employee. You pay for a certain number of hours per month for a minimum three month contract. 20% of hours booked can be rolled over into the following month, but not the month after that. Hours unused at the termination of the retainer are forfeited. Hours in excess of the retainer amount are charged at the retainer rate.

## What are the advantages of using a retainer?

The number one advantage is that you save money. You can save over 30% by employing a retainer. The more hours booked, the lower the hourly rate. You also have the assurance that Red Beret Design will reserve those hours—so even if things get busy, your projects will not be delayed. If you have a lot of small projects, a retainer is a more efficient way of working than having to deal with multiple estimates, contracts, work change orders, deposits and invoices. If you have a set budget, you can determine in advance how much you can afford to pay each month.

## How will I know how my hours are spent?

Red Beret Design uses Timefox time-tracking software from FunctionFox Systems. A report is generated showing exactly what time was spent on your projects. For an additional \$10 per month, you can have access to Timefox and track your retainer online.

## What services are covered under the retainer?

Any services offered by Red Beret Design that are billable by the hour can be covered by retainer. This includes graphic design, strategic consulting, interim creative management, website design, website maintenance, email template design, research, writing, editing, print management, recruiting and directing subcontractors or other team members.

## Does the retainer cover all possible costs?

The retainer covers fees for the time Red Beret Design spends on your projects. It does not cover outside expenses such as printing or stock photography. Fees for subcontractors and other team members are not covered by the retainer.

## What is the Red Beret Design retainer rate structure?

Hours retained/month	Rate per hour	Rate per month	~Discount %
No retainer	\$90	n/a	0%
10	\$80	\$800	11.1%
20	\$75	\$1500	16.6%
30	\$70	\$2100	22.2%
40	\$65	\$2600	27.7%
weekly retainer*	\$62.50	\$2500	30.5%

## \*What if my project isn't three months long, but requires a lot of hours in one or two months?

The 40-hour retainer can be applied without a three month contract as a weekly retainer if the 40 hours are all in one week. In other words, you can book the entire week for \$2500. This is especially convenient for firms that are looking for vacation relief for creative personnel. Services can be provided at your work site using your equipment or Red Beret Design's Macbook Pro with Adobe CS5.5. Please note that the weekly retainer option is only available if it does not conflict with existing retainers.