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FREE PRINTABLE / REUSABLE BLANK CHECK

Before you agree to extra work

Keep the change clear, so your illustration work has room to grow.
Compare the original brief with the request. Use one currency; add a sheet if needed.

Project / client: Change requested on:

01 Compare what was agreed with what is requested

Check	Original scope	Requested change
Deliverables / files / sizes		
Revision rounds / feedback		
Delivery date / approvals		
Usage media / territory		
Duration / exclusivity / rights		

02 Count only the added time and direct costs

Extra deliverables: ____ h + Extra revision rounds: ____ h
Schedule / meetings / admin / delivery: ____ h + Other work: ____ h
Added hours total: ____ h × Your own assumed hourly pay: ____ / hour

New direct costs · item / amount:

New direct costs total: _____ Currency: _____

Added amount = added hours × own hourly pay + new direct costs
Original starting estimate _____ + added amount _____ = _____

Count each task and cost once; do not add the original hours or costs again.
If work is removed or replaced, list it separately and revise the affected totals.
Broader usage needs a separate decision; its value is not calculated here.
This starting estimate does not calculate licensing value, tax, profit or market rates.

03 Clarify the change before agreeing

Ask the client: “Can you confirm the added files, revision rounds, usage and delivery date, so I can check the extra time and costs before agreeing?”

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WORKED EXAMPLE / FICTIONAL / USD

From one image to a wider brief

An invented café client asks an illustrator to expand a website spot illustration.
These assumptions show the method only. They are not suggested rates.

01 Keep the original starting estimate visible

Direct costs: art materials 45 USD + briefing travel 40 USD = 85 USD.
Time: research 2 h + artwork 6 h + one revision round 2 h + admin 2 h = 12 h.
Own assumed hourly pay: 30 USD/hour. 85 + (12 × 30) = 445 USD.

02 Compare the brief before and after the request

Original scope	Requested scope
One final spot illustration; PNG.	Same image + two social crops; PNG.
One revision round.	Two revision rounds in total.
Delivery date still to be agreed.	Earlier delivery; approvals to confirm.
Website only; Singapore; 12 months.	Website + social; Singapore; 12 months.
Non-exclusive; no rights transfer.	Still non-exclusive; no rights transfer.

03 Estimate the work and costs added by this request

Create and export two additional social crops	**3 hours**
One extra revision round	**2 hours**
Coordinate earlier delivery and approvals	**1 hour**
New proof prints for checking the crops	**20 USD**

Added: (3 + 2 + 1) × 30 + 20 = 200 USD

After: 445 + 200 = 645 USD

Cross-check: costs 105 USD + (18 hours × 30) = 645 USD

04 Keep the remaining decisions separate

The wider usage has no calculated licensing value in this example. Review it separately.
The 645 USD is a revised starting estimate, not a final quote. Tax, profit, market rates and separate licensing fees are not calculated; shared overhead and fees are not added.

Next: use the client question on page 1 to confirm the scope and delivery date.
A practical planning check, not legal contract, accounting or tax advice.