



STATEMENT OF WORK A-1
FOR
2026 CAI INDUSTRY EVENTS SUPPORT

STATEMENT OF WORK SUMMARY	
SOW Number	[Cox Supply Chain provides]
Cox's Department Name:	Industry Tradeshow & Events
Contractor's Name:	
Prepared by:	[Cox Supply Chain provides]
SOW Start Date:	01/01/2026
SOW Completion Date:	12/31/2026
Total Not to Exceed Fee:	
Total Travel Expenses Cap: (Subject to Section 5.3.1 below)	\$0.00
Master Agreement Name, Execution Date:	

This Statement of Work (“**SOW**”) is made and entered by and between Cox Automotive Corporate Services, LLC (“**Cox**”) and Element Creative, LLC (“**Contractor**”) (individually and collectively as “**Party**” or “**Parties**”). The terms and conditions of the Master Services Agreement dated 11/10/2025 (“**Agreement**”) between the Parties apply to this SOW and are incorporated herein by this reference. In case of any conflict between this SOW and the Agreement, the Agreement shall prevail.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, Cox and Contractor hereby agree as follows:

1.0 **SCOPE OF SERVICES**

- 1.1 **Project Overview.** The CAI Industry Events Support (“**Project**”) provides creative solutions and assets for a variety of shows across multiple business unites including Fleet, Retail Solutions, Inventory Solutions, Enterprise, and Thought Leadership.
- 1.2 **Project Purpose.** The purpose of this project is to support Cox at industry events by delivering creative tradeshow assets that are on time and on brand and meet the requirements of each show.
- 1.3 **Services Scope.** Contractor is responsible for the following Services and scope, as further described and detailed in **Section 4.0** below, in the context of the overall Project:
- 1.3.1 General services to be performed include not are not limited to strategy, design, copywriting, proofing, project coordination and brand management.
- 1.4 **Supplemental Materials.** Any supplemental Specifications, materials and/ or other documents (“**Supplemental Materials**”) are detailed below and attached hereto and incorporated herein by this reference. Contractor shall leverage the Supplemental Materials in performance of the Services and delivery of the Deliverables.

2.0 **PROJECT OVERSIGHT, STAFFING AND ROLES AND RESPONSIBILITIES**

2.1 **Project Oversight.**

2.1.1 **Project Managers.** The project managers for the Services described in this SOW will be:

	Name and Title	Mailing Address	Phone & E-mail
For Cox Marketing:	Chris LaRoy, Directory of Industry Tradeshow and Events	6205-A Peachtree Dunwoody Rd, Atlanta, GA 30328	Chris.LaRoy@coxautoinc.com
For Cox Sourcing:	Kiley Anderson, Category Manager Charles Porch, Category Management and Sourcing Analyst	6205-B Peachtree Dunwoody Rd, Atlanta, GA 30328	Kiley.Anderson@cox.com Charles.Porch@cox.com
For Supplier:	Katie Bramschreiber, Director of Account Services	2081 Profit Place De Pere, WI 54115	katie@goelement.com 920.983.9700

3.0 **SERVICES GENERALLY**

Professionalism. Agency shall strive to make Cox's Brand marketing communication materials and digital marketing efforts successful and shall perform its obligations hereunder in accordance with professional standards. Agency shall work with Cox to incorporate Cox's business goals and culture into the program materials. Agency understands that Cox may engage other suppliers to provide similar or additional communication material or Related Services.

Ongoing Advice. Agency shall, as requested, provide Cox with thought leadership, advice, guidance and planning relative to the Services provided under this SOW. Agency shall maintain sufficient staffing of appropriate skill and capacity to provide analysis or guidance for the Services provided under this SOW.

Account Leadership Management. Agency shall provide qualified and experienced account management Personnel who shall serve as the interface between Cox and Agency. Agency shall provide additional leadership as needed to assist in effecting improved planning, lead time and calendaring communications initiatives.

Performance Strategy & Analytics. Agency shall endeavor to quantify the impact and effectiveness of its work. Agency shall evaluate and recommend strategies to achieve effectiveness and/or efficiency in Cox's marketing investment.

Mutual Savings Initiative. As partners, both Cox and Agency are committed to realizing mutually beneficial cost savings where possible, such as on projects where Cox has given Agency such advanced notice that discounted rates may be realized by Agency through its suppliers, relationships, or operations. In such instances, Agency agrees to share with Cox cost savings. The Parties will work together in good faith to determine when such shared costs savings should occur within the context overall program objectives.

Acceptance Criteria for Services and Work Product.

Creative shall meet Cox's reasonable business needs as documented in the Master Services Agency Agreement. Agency shall (i) provide services in such a professional and workmanlike manner consistent with the highest level of industry standards, and (ii) ensure that each Deliverable substantially conforms to the applicable specifications and criteria set forth in this SOW, the Agreement or as provided by Cox in writing ("Criteria"). Printed materials manufactured by Agency for Cox under this SOW shall be of Cox's approved design and specifications.

Cox shall have fifteen (15) days after completion of the applicable services and/or deliverables to review the Deliverables ("Acceptance Period"). If Cox notifies Agency of any material non-conformance of the Deliverable with the Criteria in writing within the applicable Acceptance Period, Agency promptly shall use reasonable efforts to correct such non-conformance at its own expense and notify Cox when the corrections are complete. Cox then shall have the right to review anew the corrected Deliverable. If Cox does not notify Agency of any non-conformance within the Acceptance Period or uses the Deliverables, Cox shall be deemed to have accepted the Deliverables.

4.0 **SERVICES TO BE PERFORMED**

4.1 Contractor shall perform the following:

4.1.1 Provide strategic oversight to ensure that all messaging aligns with the target audience and that creative executions represent an elevated extension of the existing Cox Automotive brand.

4.1.2 Design and produce layouts for booth graphics, sponsorship materials, signage, digital advertisements, invitations, social media templates, program ads, promotional items, screensavers, window clings, giveaway items, seat covers, and other related assets, in accordance with provided specifications. Deliverables shall include all required high-resolution electronic imagery and final production-ready files.

4.1.3 Develop and edit copy for all necessary assets, ensuring accuracy, consistency, and adherence to brand voice and messaging standards.

4.1.4 Provide project coordination and account management services, timely responses to client inquiries, and regular updates on project status and timelines.

4.1.5 Manage and steward the Cox Automotive brand to ensure the thoughtful evolution of existing brand guidelines and the consistent application of creativity and quality across all deliverables.

5.0 DELIVERABLES/MILESTONES AND COMPENSATION

5.1 Contractor shall deliver to Cox the Deliverables listed in the table below during the period of performance of this SOW.

5.2 **NOTE:** Given the limited details available for each deliverable, we developed two levels of show execution, each based on the estimated time required to complete the work. Using the information in the provided spreadsheet and gathered on the 10/28/25 phone call, we assigned each event to an appropriate level and calculated a total, which establishes the 'Not to Exceed' amount outlined below.

This SOW is estimated under the assumption (from provided materials and phone calls) that we will be using established brand guidelines, we will be provided the annual messaging campaign, we will be provided all large asset copy and the approximately 25 small shows will be versioned assets from the large (4) shows, not a new creative direction.

We recommend dividing the total evenly across 12 months and invoicing monthly. At the end of each quarter, we'll review actual costs against the budget and make adjustments as needed.

This structured yet flexible approach provides efficiency, transparency, and agility—ensuring our team can move quickly while maintaining alignment and control over the overall investment.

Item #	Deliverables / Milestone	Due Date	Final Acceptance Criteria	Invoice Amount
5.1.1	Level 1 Shows: Includes booth design* and minimal supporting promotional materials and/or signage (25 shows) <i>*Designs will be based on creative from four (4) Level 2 Shows</i>	TBD based on show/event requirements	Accurate, error-free, brand-aligned deliverables in correct file formats and in the correct quantities ready for immediate use by the designated timeline.	\$60,000
5.1.2	Level 2 Shows: Includes booth design, social media support, a variety of signage, digital ads, promotional materials, sponsorship materials, tablecloths, giveaway items, internal website creative, program ads and invites (4 shows)	TBD based on show/event requirements	Accurate, error-free, brand-aligned deliverables in correct file formats and in the correct quantities ready for immediate use by the designated timeline.	\$120,000
Total Not to Exceed Fee				\$180,000*
Production & Out of Pocket Expenses – Total Not to Exceed Fee				\$0.00
Travel Expenses – Total Not to Exceed Fee				\$0.00

**Element suggests invoicing Cox \$15,000 on the first of every month. Actuals vs invoiced reports will be provided the first week of April, July, and October. In year one, we reserve the right to adjust the total up or down based on the work performed.*

5.3 This SOW is for a deliverable-based, fee engagement, inclusive of all professional fees and expenses during the period of performance and for the performance of all activities necessary for or incidental to the performance of Services as set forth in this SOW. In consideration of Contractor's performance Cox will pay to Contractor the fee(s) in the amounts and manner specified in the table provided in **Section 5.1** above ("**Fee Schedule**"). The items detailed in the Fee Schedule may be invoiced by Contractor upon acceptance of the Deliverables or completion of the Milestones as provided herein. Invoices shall not be issued unless and until the Deliverables have been accepted by Cox's Business Point of Contact listed in **Section 2.1.2** above. Unless otherwise provided for herein, Contractor shall not invoice, nor shall Cox be responsible for the payment of any amount in excess of the above "Total Not to Exceed Fee" amount listed in the Fee Schedule.

5.3.1 In addition to the Total Not to Exceed Fee detailed in **Section 5.1** above, Cox will only pay for travel costs incurred by Contractor's Consultants in the performance of creative production services that meet the criteria detailed in **Appendix A "Travel and Expense Guidelines for Contractors"**, specifying Cox's policies on

travel and expenses, will be invoiced to Cox; provided, however, no payment of travel expenses will be made to Contractor for routine travel to and from a Cox location or if Contractor's headquarters is local. Local resources shall be utilized prior to using out of state resources. In the event an external resource is utilized, a Cox representative shall share with Contractor Cox's Travel and Expense Guidelines for Contractors as necessary. Cox employee travel is managed internally and thus, not provided in this Fee. Contractor shall provide a detailed itemization of expenses as requested by Cox. Travel shall not exceed the approved amount of **\$0.00**, unless approved in writing by Cox via amendment to this SOW. Out of pocket costs (other than travel) will be billed based on individual invoices submitted and approved by Cox. All Economy Class Airline Travel arrangements and tickets must be purchased no less than two weeks (14 days) prior to travel. Anything booked inside of the 14-day window is not permitted unless approved in advance in writing by Cox.

Agency is required to submit receipts to substantiate expense reimbursement for expenses that occurred related to project. The IRS specifies that original receipts displaying the actual amount of expense are the only acceptable form to documentation to substantiate an expense. Credit card statements, travel itinerary estimates or quotes are NOT acceptable. An expense without acceptable documentation will not be reimbursable. An expense should not be submitted for reimbursement until it has actually been incurred by the Agency.

5.3.2 Out of Pocket Expenses. In addition to the fee paid to Contractor, Cox shall reimburse Contractor for net out of pocket expenses incurred in connection with the Services provided by Contractor under this Statement of Work. All out of pocket expenses will be billed monthly at cost without markup. Agency is required to submit receipts/invoices from all third-party sources to substantiate expense reimbursement for out of pocket expenses related to project. An expense without acceptable documentation will not be reimbursable. An expense should not be submitted for reimbursement until it has been incurred by the Agency.

5.3.3 All travel and miscellaneous out of pocket expenses will be billed at cost without markup. Billing will occur monthly in a single transmission with itemized detailing of all expenses submitted for payment. Submission of individual, reimbursable expenses within a monthly period will not be accepted.

5.4 Billing Review. Agency shall promptly submit invoices to Cox for payment and in no event shall any invoice be submitted to Cox for Services rendered more than ninety (90) days following the date on which the service was rendered. Cox shall have the right, at its sole option and discretion, to review Agency invoices at any time.

5.5 Reconciliation. Reconciliation will occur monthly by project per the Financial Dashboard. Agency is responsible for completing and presenting Financial Dashboard to Cox Marketing on a monthly basis.

5.6 Other Reporting. Agency shall provide a work plan, timeline, and statement of deliverables as quoted at the inception of any initiative. Actual expenses shall be reconciled against these estimates, including explanations of discrepancies greater than 10% of estimated costs.

Agency shall participate in monthly project status and financial reconciliation meetings, as scheduled by Cox. This meeting may take place in person or by conference call. Agency will provide a Financial Dashboard summary report by project, by channel or quarterly, as appropriate. Agency shall continually update and distribute the Financial Dashboard to document accounting for all year-to-date spending (actual and planned), with updated

year-end forecasts, in total, by channel, project or segment (as defined by Cox), by medium and by stakeholder.

6.0 **WORK APPROACH AND TECHNICAL ENVIRONMENT**

6.1 **Work Approach**

Element will perform all design services through a collaborative, strategic, and phased methodology designed to ensure alignment with client objectives, brand standards, and event timelines.

Our approach includes:

- **Discovery and Planning:** Element will begin by reviewing the client's brand guidelines, event objectives, booth specifications, and target audience insights to establish creative direction.
- **Concept Development:** Our creative team will present initial design concepts for review and feedback, ensuring that each execution aligns with the client's goals for visibility, engagement, and consistency across trade show environments.
- **Design Execution and Refinement:** Approved concepts will be developed into final production-ready artwork, incorporating revisions as necessary. This phase will include preparation of print, digital, and environmental design assets optimized for their respective formats and vendors.
- **Production Coordination:** Element will work directly with the client's production partners or approved vendors to ensure accurate color matching, file formatting, and adherence to print and fabrication requirements.
- **Quality Review and Delivery:** Prior to delivery, all assets will undergo an internal quality control review to confirm compliance with specifications, brand standards, and event requirements.

6.2 **Technical Environment and Project Standards**

6.1.1 **Standards and Tools**

Element utilizes industry-standard creative and production tools to deliver all design files in compatible and professional formats.

- **Software:** Adobe Creative Cloud suite (InDesign, Illustrator, Photoshop, Acrobat), Microsoft Office, and Figma for collaborative design review.
- **File Formats:** PDF, EPS, AI, PSD, and packaged InDesign files for print; PNG, JPG, and MP4 for digital displays as required.
- **Technical Architecture:** Designs will be optimized for the specific display environment, such as booth graphics, signage systems, or interactive media.

6.2.2 **Support Personnel**

The project team will include a dedicated **Account Executive, Art Director, Senior Graphic Designer**, and **Copywriter** ensuring creative integrity and operational efficiency from concept through delivery. Additional specialists (e.g., Director of Account Services or Director of Brand) may be engaged as needed based on project requirements and scope.

6.2.3 **Shipping, Handling, and Packaging**

Element will provide digital file delivery via secure cloud transfer (e.g., Hightail or client-approved systems).

6.2.4 **Conflict Resolution**

In the event of a dispute or misunderstanding, both parties agree to first seek resolution through good-faith negotiation between project leads. If a resolution

cannot be reached, the matter will be escalated to executive leadership on both sides for mediation before any formal legal proceedings.

6.2.5 Service Level Agreements

Element commits to providing responsive communication and adherence to mutually agreed timelines. Our standard business hours (Monday–Friday, 8:00 AM–5:00 PM CST) apply with expedited service available upon prior agreement.

6.2.6 Performance Standards

All deliverables will:

- Meet or exceed client brand standards and trade show specifications.
- Be delivered on time and within approved budget parameters.
- Maintain print and digital production quality consistent with professional design standards.

6.2.7 Other Considerations

Element will maintain all source files and project documentation for 12 months following final delivery. Extensions for file retention or re-use may be arranged upon request.

7.0 PERIOD OF PERFORMANCE

7.1 Term. This Agreement will commence as of 1/1/2026 the Effective Date and will terminate on 12/31/2026 unless earlier terminated in accordance with the provisions of this Agreement.

7.2 Termination for Convenience. Cox shall have the right to terminate this SOW, partially or in whole, with Cox providing written notice confirming its request to terminate. Under such Termination scenario, an hour's reconciliation will be performed to determine any fee credits due to Cox or incremental fees due to Contractor based on actual hours incurred. Termination of this SOW will affect no termination of the Agreement, and its provisions will continue to govern such unexpired SOWs.

8.0 CONTRACT CHANGE MANAGEMENT

8.1 A “**Change Order**” is a proposal to change, modify, add to, or alter this SOW. Any Change Orders affecting the SOW shall not be effective until reviewed, approved and executed by the Parties’ authorized representatives. The Change Order shall be documented on Cox’s then most current Change Order template which shall describe at a minimum the proposed changes, the rationale for such changes, the effect such changes will have on the scope of services, project oversight, services to be performed, deliverables, fees (if any), period of performance, project plan, and any other relevant terms and conditions of this SOW. The Parties shall use the Change Order to mutually consider the proposed change; provided, however, that Cox is under no obligation to accept any of the proposed changes including but not limited to any proposed fee estimates and further provided that other than those rights and obligations solely contained in the SOW, none of the rights and obligations of the parties are changed. Therefore, Contractor shall not be required to perform additional services under this SOW and Cox shall not be required to pay for additional services performed hereunder without prior written authorization of Cox as evidenced by a fully executed Change Order as detailed herein. For the sake of clarity, any Change Order which amends a term of the Agreement shall be void as to such amendment except where the Agreement (excluding the SOW) defers to the SOW.

9.0 ELECTRONIC SIGNATURES

9.1 Each party agrees that the electronic signatures of the parties included on this SOW are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means any electronic symbol and/or process attached to or logically associated with a document and executed by a party with the intent to sign such document, including facsimile, e-mail, or other electronic signatures.

10.0 **APPENDICES**

10.1 The following Appendices are attached hereto and incorporated herein by this reference:

10.1.1 **Appendix A:** Travel and Expenses Guidelines

10.1.2 **Appendix B:** Glossary of Terms (Definitions).

10.1.3 **Appendix C:** Agency Services: Roles, Responsibilities & Utilization Schedule

IN WITNESS WHEREOF, the Parties hereto having read this Statement of Work have executed this Statement of Work as of the SOW Effective Date.

APPROVED BY COX

**APPROVED BY CONTRACTOR:
ELEMENT CREATIVE LLC**

ONLY A MEMBER OF COX SUPPLY CHAIN IS
AUTHORIZED TO EXECUTE THIS SOW

Signature	Signature Nikki Peroutka
Print or Type Name	Print or Type Name President
Title	Title 11/10/2025
Date	Date

APPENDIX A: STATEMENT OF WORK

TRAVEL AND EXPENSES GUIDELINES FOR CONTRACTORS

Contractors who have Consultants that travel on behalf of Cox may be reimbursed for transportation and living expenses such as lodging and food. Contractors will be reimbursed for actual, ordinary, and necessary expenses they incur that are consistent with Cox's "Communications Travel Guidelines for Contractors" detailed below. Contractors and their Consultants are expected to exercise good judgment when incurring business expenses. Cox business units may further restrict or enhance these guidelines to accommodate their individual location needs. Travel expenses will only be reimbursed for travel preapproved and requested specifically by Cox in writing. Cox's "Communication Travel Guidelines for Contractors" are as follows:

1.0 REIMBURSABLE TRAVEL EXPENSES

1.1 Reimbursable travel expenses include the following:

- 1.1.1** Airline Tickets; (Economy Class for all Domestic Travel); (Business Class for International Travel only)
- 1.1.2** Hotel or other long-term accommodations;
- 1.1.3** Ground Transportation (including mileage and parking);
- 1.1.4** Meals/Food and Beverages;
- 1.1.5** Gratuity.

2.0 AIR AND LIVING ACCOMMODATIONS

- 2.1** Travelers should book accommodations that provide the lowest possible rate to meet location and price requirements.
- 2.2** All Hotel room charges are reimbursed with the exception(s) of the following:
 - 2.2.1** Movies (explicit);
 - 2.2.2** Alcoholic Beverages;
 - 2.2.3** Magazine, books, other non-food items that can be charged to the room.
- 2.3** For non-preferred hotel bookings: room per night cost should not exceed One Hundred Fifty U.S. Dollars (\$150.00 USD). Same guidelines apply for reimbursement exceptions.
- 2.4** Laundry Service. Actual and reasonable laundry expenses will be reimbursed for travelers requested to stay away from their personal residence for more than five consecutive business days or if the trip has been unexpectedly extended. Receipts must be provided.
- 2.5** It is the traveler's responsibility to cancel hotel reservations within the hotel cancellation policy time frame. Travelers must obtain a cancellation number when canceling a hotel reservation. **Cox will not reimburse hotel "no-show" fees**, unless otherwise approved by Cox.
- 2.6** Other means of long-term accommodations are acceptable upon approval (e.g., furnished apartment, studios, or lodging within reason).

3.0 GROUND TRANSPORTATION

- 3.1** Taxi, bus, or train transportation is reimbursed at one hundred percent (100%).
- 3.2** Limo Services may be reimbursed if to and from Airport ONLY.
- 3.3** Rental car expenses are paid by candidate up front and reimbursed.
- 3.4** Reimbursable Ground Transportation Expenses.

3.4.1 Taxi and other means of ground transportation will be reimbursed for the following:

3.4.1.1 All trips to and from the airport;

3.4.1.2 Trips from site to site;

3.4.1.3 Other trips specifically requested and approved by Cox.

3.4.2 Rental car expenses include gas, parking, and tolls.

3.5 Non-reimbursable Ground Transportation Expenses.

3.5.1 Limo Services (other than to and from the airport);

3.5.2 Rental vehicles larger than midsize/standard (no "SUVs");

3.5.3 Mileage exceeding four hundred (400) miles roundtrip;

3.5.4 Moving and/or parking violations (tickets);

3.5.5 Personal vehicle maintenance and/or repairs (before, during, or after trip);

3.5.6 Miscellaneous items such as air fresheners, gas additives, fluids for personal and/or rental cars.

4.0 **MEALS**

4.1 All meals and non-alcoholic beverages according to actual and reasonable cost.

4.2 Daily meal allowance should not exceed Forty U.S. Dollars (\$40.00 USD) per day.

4.3 Tips are reimbursed (up to twenty percent (20%) gratuity).

4.4 Room Service is reimbursed (included in the direct bill charges at preferred hotels).

4.5 Non-reimbursable Meal Expenses.

4.5.1 Alcoholic Beverages;

4.5.2 Meals exceeding set limits;

4.5.3 Any tips considered excessive will not be reimbursed.

5.0 **EXPENSE REPORT COMPLETION AND SUBMISSION**

5.1 Travelers must file expense reports no later than thirty (30) days after the completion of each trip.

5.2 The traveler's immediate supervisor, or the next higher authority, must approve all expense reports. Each expense report will be reviewed by accounting for the inclusion of appropriate documentation.

5.3 Please keep all original receipts so they are available upon request.

5.4 Expense reports must include the following:

5.4.1 A cover sheet totaling all expenses;

5.4.2 The cover sheet must include the traveler's name, company, and date(s) of travel;

5.4.3 An itemized list of expenses detailing all charges.

5.4.4 Original receipts for all expenses submitted for reimbursement.

5.5 Expense reports that are incorrect or incomplete are subject to the following:

5.5.1 Will be returned to the approver for corrective action;

5.5.2 May result in delay or non-reimbursement of specific items.

APPENDIX B: STATEMENT OF WORK

GLOSSARY OF TERMS

Other capitalized terms set forth in the SOW shall have the definitions ascribed to them by the Agreement or shall be defined by the terms and conditions set forth in the SOW or herein:

- A. **“Specification”** or **“Specifications”** is defined as a detailed, precise, and written measurable description of each Deliverable or Service to be provided or performed

APPENDIX C: STATEMENT OF WORK

AGENCY SERVICES: ROLES, RESPONSIBILITIES & UTILIZATION SCHEDULE

Resource Name	Department	Role	Role Description	Number of Hours	Hourly Rate	Fee
Katie Bramschreiber	Account Services	Director of Account Services	Provides strategic oversight of all client relationships and ensures alignment between business objectives and agency output. She leads the Account Services team in managing scope, budgets, and overall client satisfaction	50	\$175	\$8,750
Jamie Mitchell	Account Services	Sr. Account Executive	Manages day-to-day client communication and provides regular project updates. She translates client objectives into actionable briefs and coordinates internal teams to deliver effective, on-brand solutions	160	\$175	\$28,000
Jody Bennett	Creative/Branding	Director of Brand	Guides the agency's creative team and ensures all brand and design work reflects a cohesive, strategic vision. She oversees the creative process from concept through execution, maintaining consistency and excellence across all deliverables.	50	\$175	\$8,750
Terri Blahnik	Creative	Art Director	Leads the visual execution of creative concepts and ensures designs align with strategic intent and brand identity. She provides creative direction to designers and writers.	200	\$175	\$35,000
Ann Behling	Creative	Sr. Graphic Designer	Executes creative design concepts across digital and print mediums, ensuring alignment with brand standards and project goals.	364	\$175	\$63,700
Shelby Bake	Creative	Copywriter/Proofreader	Crafts clear, engaging, and brand-aligned messaging across all deliverables.	155	\$175	\$27,125
Emily Lemmens	Operations	Production Manager	Oversees the timelines and deliverables ensuring all creative assets meet technical specifications and quality standards. She coordinates with vendors and manages logistics to guarantee accurate and timely delivery.	50	\$175	\$8,750