

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is entered into on January 15, 2024, between:

CLIENT: Acme Corporation

Address: 123 Business Ave, Suite 100, New York, NY 10001

Email: contracts@acme.com

SERVICE PROVIDER: FirmFlow Legal Services

Address: 456 Law Street, Floor 5, Boston, MA 02101

Email: legal@firmflow.com

### TERMS:

- Contract Value: \$150,000 USD
- Payment Terms: Net 30 days
- Effective Date: February 1, 2024
- Expiration Date: January 31, 2025
- Governing Law: Massachusetts

### SCOPE OF WORK:

Legal document review and contract analysis services including monthly compliance reports, contract risk assessments, and regulatory update summaries.

### TERMINATION:

Either party may terminate this agreement with thirty (30) days written notice.

### CONFIDENTIALITY:

Both parties agree to maintain confidentiality of all proprietary information for a period of five (5) years following termination.

LIABILITY:

Total liability under this agreement shall not exceed the total contract value of \$150,000.

Signed:

[Client Signature]

[Service Provider Signature]

Date: January 15, 2024

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