

# Service Engagement Agreement

Issue Date: September 15, 2023  
Due Date: October 15, 2023  
Purchase Order Reference: PO987654

## 1. Parties Involved

This Service Engagement Agreement ("Agreement") is made between Creative Agency Ltd., whose communication address is registered at *contact@creativeagency.com*, and Digital Marketing Group, who can be reached at *accounts@digitalmarketing.com*. The physical location of Digital Marketing Group is described as 450 Marketing Blvd, New York, NY 10001, and they can be contacted via telephone at +15551234567.

## 2. Services Rendered

The following services are to be provided under this Agreement, each described with its corresponding charge, and with applicable taxes included. Detailed breakdowns can be seen below:

Description of Goods and Services	Quantity	Price Per Unit	VAT (%)	Amount
Graphic Design	1	\$2500.00	10	\$2750.00
Social Media Management	3	\$800.00	10	\$2640.00
Email Marketing Campaign	2	\$1200.00	10	\$2640.00
SEO Services	1	\$3000.00	10	\$3300.00
Content Creation	5	\$600.00	10	\$3300.00
Subtotal				\$12740.00
Tax				\$727.00
Total				\$13467.00

Please note that the due amount is to be settled within 30 days from the issue date to avoid additional charges that pertain to delays.

## 3. Payment Details

Payments shall be made to First National Bank, with the following account details for reference: Account No: 123456789. Notice that if payment is not received by the due date mentioned above, a late fee will be incurred. Kindly be aware that any unpaid balance post the due date of this Agreement will be subject to additional considerations.

Additionally, while transactions are to be processed diligently, it is crucial to adhere to the communication channels provided, namely the email and phone contacts for rapid service inquiries. Failure to do so may affect service continuity.

## 4. General Conditions

It's imperative to note that throughout the duration of this Agreement, both parties may engage in regular communication to ensure compliance and thorough enjoyment of the services stipulated. As these services evolve,

sporadic updates could be relevant to maintaining alignment with the initial scope of work.

Reference Communication

Contact Method	Details
Promo Information Phone	+15552567890
Promo Information Email	promo@creativeagency.com
Promo Information Web Page	<a href="http://www.creativeagency.com">www.creativeagency.com</a>

The pacts of this Agreement, especially the promotion contacts, shall remain applicable should there be further actions that pertain to enhancing service offerings or custom engagements.

5. Final Obligations

By signing this Agreement, both parties bind themselves to the terms herein mentioned, implicitly validating the understanding of the provided services and responsibilities.

Also, as noted, the service provided exceeds a mere transaction, it nurtures ongoing partnerships and interests. Parties are encouraged to remain engaged with regards to promotional activities, innovating collaboratively to progress forward in the dynamic digital marketing space.

A friendly reminder to revisit the critical timelines: having initiated this contractual relationship, both parties must consider their pressing obligations - and those that chart a course for future interactions - all while noting that time is indeed of the essence; 30 days awaiting settlement can swiftly dwindle to naught if not taken seriously.

Contract ID: CA-2023. This identifier serves as a formal acknowledgment of the contract collection.

Acknowledgment

By signing below, the undersigned parties agree to the terms and conditions outlined in this document.

Creative Agency Ltd.

Signature: \_\_\_\_

**Date:** \_\_\_\_\_

Digital Marketing Group

Signature: \_\_\_\_

**Date:** \_\_\_\_\_

All services and financial transactions outlined herein are subject to adaptation relative to business day adjustments or unforeseen circumstances that may necessitate iterative discussion on service definitions.