

# Service Agreement Contract

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## 1. Parties Involved

This service contract ("Agreement") is made and entered into as of the 15th day of August, 2023, by and between the following parties:

From	To
Creative Agency Ltd.	Tech Innovations LLC

For clarity, Creative Agency Ltd. operates under the electronic communication `contact@creativeagency.com` , while Tech Innovations LLC is reachable via `accounts@techinnovations.com` and is situated at 45 Innovation Way, Manchester, M1 1AE, UK.

It is understood by both parties that any correspondence related to this contract should occur in a punctual manner, ideally within a 24-hour window aligned with normal business operating hours, taking into account holidays and other non-business days as outlined in international business protocols.

Please note, should communication be the subject of delays, it would be prudent for both parties to employ verification methods to confirm receipt, thus avoiding any potential disputes about acknowledgment of information, or lack thereof.

## 2. Scope of Services

The services encapsulated within this agreement include, but are not limited to:

### Itemized Services

Description	Quantity	Price (Per Unit)	Total	VAT (%)	Amount
Graphic Design Services	3	€300	€900	20	€1080
Social Media Management	2	€600	€1200	20	€1440
Content Marketing Campaign	1	€1200	€1200	20	€1440
Email Marketing Setup	5	€100	€500	20	€600
Website Maintenance	1	€500	€500	20	€600

Total for services rendered amounts to €3870, accounting for a subtotal of €3840 and subsequent taxation.

As a point of consideration for both parties, this Agreement includes provisions for recurring services that are to be renewed cyclically every month over a period not exceeding 6 months, as mutually agreed upon. This cyclical engagement will foster continuity and ensure that the services are delivered suitably and in a timely manner.

### 3. Payment Terms

The total balance of €3870 is due within 30 days from the date of issue, specifically by September 15, 2023, as stipulated in the conditions defined herein. Failure to meet this deadline may result in penalties, including but not limited to late fees, which will be calculated at a specified percentage of the overdue amount of the initial invoice.

Payment shall be transferred to the following financial institution: - Bank Details: Barclays Bank  
- Account Number: 12345678

All payments are to be rendered in accordance with the provisions laid out in this Agreement, ensuring that there is clarity in transaction references for tracking purposes, namely referring to Contract Reference: CA-2023.

In the event of discrepancies or queries, both parties are obliged to engage in good faith discussions to resolve any issues regarding invoicing or service delivery in a manner conducive to business relations.

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### 4. Additional Provisions

This Agreement shall also encompass additional information pertinent to both parties. Creative Agency Ltd. holds the right to communicate promotions and onboarding offers, such as through their promotional contact

[promo@creativeagency.com](mailto:promo@creativeagency.com) or via their informative web portal at [www.creativeagency.com](http://www.creativeagency.com).

In taking into account the duration of this contract, it is incumbent upon both entities to evaluate the performance of services on a semi-regular basis, ideally before the conclusion of each month, to ensure satisfaction and adherence to the expectations initially set forth.

It's worth noting that all dealings are to remain confidential, with neither party divulging specific information about services and payments to third parties without prior written consent. Any breach of this could result in consequences as deemed appropriate to protect the interests of the involved companies.

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### 5. Observations and Miscellaneous Remarks

In observing the nature of this agreement, we recognize that details extend well beyond mere numbers; they encapsulate trust, commitment, and mutual benefit. As both parties engage in this contract, each must acknowledge the significance of timely communication and action, and how it influences the longevity and success of the partnership.

Additionally, creative collaborations thrive on flexibility; should circumstances necessitate adjustments in deliverables or timelines, both parties agree to remain open to renegotiation, provided such adjustments are confirmed in writing to maintain professionalism.

It is vital to remain focused on not only the service expectations but also on the broader implications of the partnership, including shared visions and aligned goals, thereby enhancing the synergy between Creative Agency Ltd. and Tech Innovations LLC. Regular check-ins following the due dates can foster this spirit of collaboration and ensure any grievances are addressed promptly.

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By virtue of signing below, both parties confirm their agreement to the terms and conditions as expressed within this document.

Creative Agency Ltd.

Signature: \_\_\_\_

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

Tech Innovations LLC

Signature: \_\_\_\_

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

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