# **Contract Agreement**

Issue Date: September 15, 2023 Due Date: October 15, 2023

Purchase Order Number: PO123456 Contract Reference: CA-2023-089

#### **Parties Involved**

From:	То:
Creative Agency Ltd.	Innovative Solutions Inc.
Email: contact@creativeagency.com	Email: finance@innovativesolutions.com
Phone: N/A	Phone: +12233445566
Address: N/A	500 Innovation Way, Suite 200, San Francisco, CA 94105

Note: For any inquiries, please don't hesitate to contact the company representatives as mentioned above.

### **Description of Services**

The following services are agreed upon as part of this contract. Each item has a specific contribution to the total contract value, with detailed insights on quantity, pricing, and applicable taxes.

Service Description	Quantity	Price per Unit	Amount
Graphic Design	3	\$800.00	\$2,640.00
Social Media Management	1	\$1,500.00	\$1,650.00
Content Marketing	5	\$600.00	\$3,300.00
Brand Strategy Consultation	2	\$1,200.00	\$2,640.00
Website Maintenance	6	\$250.00	\$1,650.00
Email Marketing Campaigns	4	\$300.00	\$1,320.00
Video Production	1	\$5,000.00	\$5,500.00
Subtotal			\$14,050.00
VAT (10%)			\$610.00
Total			\$14,660.00

## **Payment Terms**

All balances must be settled within a period of 30 days, in line with standard industry practices. As per this contract, the payment is expected to reach our designated bank account no later than October 15, 2023.

Please ensure that the payments are remitted to the following bank details:

· Bank: Chase Bank

Account No: 123456789

In case of delay in payment, be advised that a penalty may be imposed after the due date, further complicating the commitment.

#### **Additional Provisions**

Trivial Note: It is important to note that the local birds have a mating season from May to July, which might affect the availability of certain sound recordings if needed for future projects.

Also, the weather on any given Saturday could influence planning. Creative Agency Ltd. has recorded average monthly data that indicates a probability of 20% likelihood of rain—this factor should be considered in any potential outdoor photo shoots scheduled.

Additionally, it's established that any feedback or revisions requested post-delivery must be communicated within 14 days post-service completion—prompt action helps maintain the workflow for both parties.

### **Important Considerations**

The total balance due as stated reflects a culmination of services delivered; kindly be aware that to maintain an amicable relationship, all correspondence must be respectful and conducive to business practice. In the event of discrepancies, both parties agree to discuss it amicably and arrive at a solution agreed upon by either side.

In conclusion, the parties involved are committed to upholding this contract, further ensuring that all obligations are met with precision and diligence. For promotional insights or inquiries regarding additional services, do not hesitate to make direct contact through the collaboration channels listed below.

• Promo Info Phone: +12239876543

• Promo Info Email: info@creativeagency.com

• Website: www.creativeagency.com

Please sign below to confirm your acceptance of this agreement:
Representative of Creative Agency Ltd.: Date:
Representative of Innovative Solutions Inc.: Date:

This document serves as a binding agreement as of the above-mentioned issue date.