

Service Agreement Document

Contract Overview

This Service Agreement (hereafter referred to as "the Agreement") is entered into on the 1st of October 2023, between Tech Innovations Ltd. (the "Provider"), having its registered office at the email address: contact@techinnovations.com, and Creative Solutions Inc. (the "Client"), reachable at billing@creativesolutions.com, located at 45 Innovation Way, London, UK, SW1A 1AA. The Provider and Client may jointly be referred to as "Parties" or singularly as a "Party".

This Agreement outlines the understanding regarding various services to be provided, detailed in the following sections. As a reference point, the PONumber associated with this Agreement is PO123456. The Services are elaborated herein while ensuring clarity on responsibilities, remuneration, and ancillary elements that bind both Parties.

Both Parties acknowledge that timely communication is pivotal for this association. For any promotional queries, the Provider can be contacted via telephone at +441632123456 or through the web portal at www.techinnovations.com.

Services Rendered

The following services are to be provided by the Provider to the Client under this Agreement:

Service Description	Quantity	Unit Price (€)	Total Amount (€)
Graphic Design Services	1	750.00	900.00
Social Media Management	3	500.00	1800.00
Content Creation	5	300.00	1800.00
SEO Services	2	1200.00	2880.00
Subtotal			5440.00
VAT (20%)			756.00
Total Amount Due			6196.00

It will be noted that the payment terms under the Additional Information section specify a timeframe within which the Client is expected to remit payment. Given that this document is dated on October 1st, 2023, a due date for all financial obligations has been established for November 1st, 2023. This limited timeframe reflects standard business practice and compliance with industry norms.

Payment and Taxation Details

Bank Information

All payments are to be directed to the following bank account: - Bank: HSBC Bank - Account No: 1122334455

The inclusion of an adequate payment plan is essential for maintaining effective cash flow management. The respective Parties have agreed to a payment frequency of once per month over a span of six months, starting immediately after the services are rendered. It's paramount to factor in that, given the terms specified, payments should be received by the Provider within 30 days of invoicing to avoid any penalties.

As defined, no discounts shall apply to the Client's obligations under this contract, however, it is articulated that the

VAT rate applied amounts to 20% for all rendered services, cumulatively leading to the final invoice amount referenced above. The tax implications for each quarter are to be reviewed and considered subsequently.

General Provisions

1. **Recurring Nature of Services:** This Agreement, while primarily concerning a defined scope of work, embodies elements of recurring services, indicating a continual engagement over a period of six months. This continuity underscores the importance of sustained collaboration between the Parties.
 2. **Communication Clause:** The Parties agree to maintain open channels of communication and reiterate that all inquiries should be directed appropriately. The Client can reach the Provider through the contact numbers and emails provided above. Furthermore, it is advised that any substantial issues arising from service delivery should be escalated within the first 10 days of identification or discovery.
 3. **Miscellaneous:** Lastly, as a procedural note, it is acknowledged that a record of the conversations and correspondence regarding this Agreement should be maintained for future reference. It is beneficial for both Parties to revisit this contractual document periodically and adapt where necessary to reflect evolving business needs and regulatory compliance.
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By entering into this Agreement, the Parties affirm that they fully understand the contents, conditions, and obligations herein. The execution shall be considered binding and effective immediately upon completion of all necessary signatures and formalities.

End of Contract Documentation