

Contract Agreement

Date of Issue: August 15, 2023
Purchase Order Number: PO123456

Parties Involved

This agreement (hereinafter referred to as the "Contract") is entered into by and between:

Company Name	Email	Phone Number	Address
Creative Agency Ltd.	contact@creativeagency.com	N/A	N/A
Innovative Solutions Inc.	finance@innovativesolutions.com	+12223334455	456 Tech Park, San Jose, CA 95112

This document sets forth the terms and conditions under which Creative Agency Ltd. shall provide specific services to Innovative Solutions Inc., each of which individually referred to as a "Party" and collectively referred to as the "Parties".

Scope of Services

The following services (hereinafter referred to as "Services") shall be provided by Creative Agency Ltd. to Innovative Solutions Inc. as detailed hereunder:

- Brand Strategy Consulting
- Quantity: 1
- Unit Price: \$8,000
- Amount including VAT (10%): \$8,800
- User Experience Design
- Quantity: 1
- Unit Price: \$4,500
- Amount including VAT (10%): \$4,950
- Social Media Management
- Quantity: 3
- Unit Price: \$1,500 each
- Total Amount including VAT (10%): \$4,950
- Content Marketing Campaign
- Quantity: 2
- Unit Price: \$3,000 each
- Total Amount including VAT (10%): \$6,600

Payment Structure

The *Total Amount Due* for the Services, which combines all the above entries, is set at \$28,710.00, arrived at through a thoughtful aggregation of the subtotals listed previously. The breakdown of the charges can be summarized in the

following table:

Description	Subtotal	VAT	Total Amount
Brand Strategy Consulting	\$8,000	\$800	\$8,800
User Experience Design	\$4,500	\$450	\$4,950
Social Media Management	\$4,500	\$450	\$4,950
Content Marketing Campaign	\$6,000	\$600	\$6,600
Subtotal	\$27,100	\$1,510	\$28,710

Important Payment Details

Payment must be settled within thirty (30) days following the *due date*, on or by September 15, 2023. It is to be noted that failure to comply with the stipulated timeframe may incur a fee of 5% of the total amount due.

Payments should be directed to:

Bank Details:
First National Bank
Account No: 123456789

Additional Provisions

Terms of Referral

As part of this agreement, both Parties agree that any referral resulting from the Services provided will be duly documented. The Parties may use promotional channels, including but not limited to phone calls to +12224445566 or an email to promo@creativeagency.com for inquiries regarding further collaboration.

Recurring Services Agreement

The agreement shall remain in effect for a duration of one (1) year, automatically renews post expiry unless terminated by either Party with a thirty (30) days written notice. This ensures that the necessary services continue without any operational hiccups while providing flexibility for either Party to evaluate their ongoing commitments.

Noteworthy Observations

Please be aware that this correspondence does not warrant any agreements for provision beyond the services specifically listed herein. An affirmation on behalf of both Parties is required to activate this Contract formally. Ensure any additional provisions not outlined herein are documented separately to maintain explicit clarity on obligations.

Confirmation and Acceptance

Agreement to the terms set forth in this document must be acknowledged by both Parties. A signature on the final page shall signify the binding nature of this document.

In witness whereof, the undersigned execute this agreement on behalf of Creative Agency Ltd. and Innovative Solutions Inc. as of the issue date.

Acknowledgment

- By signing this document, both Parties attest that they have read, understood, and accepted the terms of this Contract.

Let's enhance the collaborative synergy and explore innovative horizons together!
