

# Contract Agreement

Issue Date: September 15, 2023  
Due Date: October 15, 2023  
Purchase Order Number: PO998877

## Between:

Creative Agency Ltd.  
Contact: [contact@creativeagency.com](mailto:contact@creativeagency.com)  
Promo Phone: +44 1123 456 789  
Website: [www.creativeagency.com](http://www.creativeagency.com)

And:  
Marketing Solutions LLC  
Contact: [billing@marketingsolutions.com](mailto:billing@marketingsolutions.com)  
Phone: +44 1632 960 961  
Address: 22 Market St, London, UK, SW1A 1AA

## Services Rendered

Description of Goods and Services	Quantity	Price Per Unit (€)	VAT (%)	Amount (€)
Social Media Management	5	600	20	3600
Graphic Design	2	750	20	1800
Email Marketing Campaign	1	1200	20	1440
Subtotal				5640
Tax				840
Total				6480

*Should there be a necessity for any alterations regarding the amounts listed above, adjustments should naturally occur in alignment with the terms delineated herewith, taking into account a further period not exceeding 30 days from the agreement's Due Date for rectification.*

## Payments and Terms

The *balance due* in the amount of €6480 shall be settled as specified above. Regular payments shall be made on a monthly basis for services rendered, as agreed upon, commencing thirty days from the Issue Date with a recurring duration of 6 months.

All payments must be directed to HSBC Bank, Account No: 123456789. Late payments will incur a fee of 5% on the total amount due, reflecting the agency's stance on maintaining a timely settlement of accounts.

Additionally, Creative Agency Ltd. acknowledges the importance of sustainability and thereby encourages electronic transactions to reduce paper usage, promoting green initiatives across the board.

## Additional Propositions

*In light of the Termination Clause, it should be noted that any party may terminate this agreement with a written notice*

*of no less than fourteen days.*

Moreover, both parties agree to maintain discretion regarding any proprietary information exchanged during the tenure of this contract, reinforcing a respectful collaboration. This extends to the operational methodologies and internal communication strategies that may surface throughout our association.

Furthermore, this contract encompasses provisions that allow for periodic clauses to be reassessed every quarter, thus aligning all practices with industry standards and mutual objectives. Such clauses, however, should not compromise the initial agreement as laid out in this document.

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## **Closing Statement**

Creative Agency Ltd. and Marketing Solutions LLC are thrilled to embark on this collaborative journey. It is with great anticipation that we look forward to a robust partnership aimed at fulfilling the outlined objectives, while steadily progressing through mutually beneficial milestones.

*In case of any queries that may arise concerning the contract agreement, please feel free to reach out directly to either of the designated emails provided above. The involvement of both entities in this endeavor stands to herald unprecedented success.*

*Thank you for placing your trust in Creative Agency Ltd. to enhance your marketing pursuits.*