

# Service Agreement Between Digital Marketing Agency and Tech Innovations LLC

Issue Date: August 15, 2023  
Due Date: September 15, 2023  
Purchase Order Number: PO123456

## Preamble

This document serves as a binding agreement between the Digital Marketing Agency (hereinafter referred to as "Provider") and Tech Innovations LLC (hereinafter referred to as "Client"). Through this agreement, both parties aim to cultivate a lasting and positive relationship by stipulating the terms and conditions under which various services shall be rendered.

Both organizations acknowledge that this partnership is based on mutual respect, professional integrity, and the pursuit of innovation. The future implications of this contract extend beyond the immediate scope of work and foster a shared ambition to capitalize on emerging trends in the ever-evolving market landscape. Contact information for each party is documented herein for reference:

| Party | Name                     | Email                        | Phone         | Address                       |
|-------|--------------------------|------------------------------|---------------|-------------------------------|
| From  | Digital Marketing Agency | contact@digitalagency.com    | +442071234567 | N/A                           |
| To    | Tech Innovations LLC     | accounts@techinnovations.com | +441632960961 | 10 Innovation Way, London, UK |

## Scope of Services

The range of services, broadly categorized yet distinct, is detailed below. For convenience, the computation of amounts and applicable VAT can be summarized as follows, drawing attention to the aggregation necessary for compliance with local fiscal obligations:

| Description of Goods and Services | Quantity | Price Per Unit (€) | Amount (€) |
|-----------------------------------|----------|--------------------|------------|
| Social Media Management           | 1        | 1500.00            | 1800.00    |
| Google Ads Campaign               | 1        | 2500.00            | 3000.00    |
| Email Marketing                   | 3        | 750.00             | 2700.00    |
| SEO Services                      | 1        | 2000.00            | 2400.00    |
| Content Creation                  | 5        | 400.00             | 2400.00    |
| Website Analytics                 | 1        | 1200.00            | 1440.00    |
| Brand Strategy Development        | 2        | 800.00             | 1920.00    |
| Subtotal                          |          |                    | 15900.00   |
| Tax (20%)                         |          |                    | 2460.00    |
| Total Due                         |          |                    | 18360.00   |

This financial ledger reinforces the importance of punctuality concerning said services. As elucidated in the additional

information section, payments falling due need to be completed within 30 days following the issuance of the invoice, highlighting the significance of cash flow management in sustained operations.

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## Terms and Conditions

All payments will be remitted to the following banking institution:

Bank Name: Santander Bank

Account Number: 123456789

It is imperative that funds flow in a direction that reflects the obligations herein. The sum total becomes payable in its entirety, barring discounts or additional fees. For clarity, the balance due upon execution of this agreement stands at €18,360, which must be settled without delay.

Moreover, should unforeseen technical issues arise leading to a potential delay beyond the specified time frame, a formal notification process will be established. Both parties commit to resolving any misunderstandings promptly, ensuring sustained goodwill throughout the duration of this contract.

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## Additional Considerations

This agreement encapsulates not just the exchange of services for remuneration, but hopes to pave the way for future initiatives, including potential recurring projects. Should a follow-up contract be necessary, both organizations will engage in further discussions and adjustments to this document, thus ensuring all future collaborations align with established goals.

Further correspondence can be directed through the respective communication channels provided above. Both sides recognize that maintaining open lines of communication is paramount for a fruitful partnership.

Any amendments or alterations to this document must be finalized in writing and acknowledged by both parties to remain enforceable. It is recommended that each party retains a copy of this agreement for their records.

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By signing this document, both parties confirm their acceptance of the terms laid out herein, fostering commitment from both entities to effectuate what is detailed above.

For Digital Marketing Agency

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

For Tech Innovations LLC

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

*This contract is made effective on the issue date, and both parties agree to comply with its stipulations fully and without reservation.*