

SERVICE AGREEMENT

This **Service Agreement** ("Agreement") is made and entered into as of **May 15, 2025**, by and between:

Client:

BrightLeaf Coffee Roasters LLC
123 Greenway Ave
Asheville, NC 28801
("Client")

and

Service Provider:

Jamie Rivers Design Studio
456 Artisan Lane
Durham, NC 27701
("Service Provider")

1. Services Provided

Service Provider agrees to perform the following services for the Client:

- Design of a new company logo
- Creation of brand identity guidelines (fonts, color palette, logo usage)
- Design of three marketing flyers for upcoming product launches
- Delivery of final assets in both print and web formats

2. Term

This Agreement will commence on **May 20, 2025**, and will continue until **July 1, 2025**, unless terminated earlier by either party with 7 days' written notice.

3. Compensation

Client agrees to pay Service Provider a **flat fee of \$2,500**, payable in two installments:

- \$1,250 upon execution of this Agreement
- \$1,250 upon final delivery of all materials

Payments will be made via bank transfer to the account designated by Service Provider.

4. Independent Contractor Status

Service Provider is acting as an independent contractor and is not an employee of BrightLeaf Coffee Roasters LLC. Nothing in this Agreement shall be interpreted as creating an employment or agency relationship.

5. Confidentiality

Service Provider agrees to keep all proprietary information disclosed by the Client confidential and shall not disclose such information to any third party without prior written consent.

6. Intellectual Property

All final deliverables created under this Agreement shall be the exclusive property of BrightLeaf Coffee Roasters LLC upon final payment. Service Provider retains the right to display the work in their professional portfolio.

7. Termination

Either party may terminate this Agreement at any time with 7 days' written notice. If terminated early, Client agrees to pay Service Provider for all work completed up to the termination date.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

9. Entire Agreement

This Agreement constitutes the full and complete understanding between the parties and supersedes any prior agreements, whether oral or written.

IN WITNESS WHEREOF, the parties have executed this Service Agreement as of the date first written above.

Client Signature: _____

Name: Dana Martinez

Title: Co-Founder, BrightLeaf Coffee Roasters

Date: May 15, 2025

Service Provider Signature: _____

Name: Jamie Rivers

Title: Owner, Jamie Rivers Design Studio

Date: May 15, 2025