# Letter of agreement

Dear Joshua S

This letter is useful in order to formalize an agreement between us, by specifying the terms and conditions that we have agreed.



Subject: Letter of agreement concerning the provision of services between Cookie inc., and Joshua S.

# Dear Joshua S,

We are delighted to inform you that Cookie Inc., is ready to provide you with its services for the renovation of your garden floor. This letter of agreement aims to define the terms and conditions of our collaboration.

# Please take note of the following clauses:

## **Description of service**

Cookie Inc., undertakes to apply resin to the stone carpet type floor in your garden according to the agreed specifications. The area to be treated is 203 m<sup>2</sup> and the amount of product required will be determined after a thorough site assessment.

# Price and terms of payment

The total cost of the service amounts to 9,842 euros, including materials, labor and ancillary costs.

Payment must be made as follows:

- A deposit of 30% of the total amount is required upon signing this agreement.
- The balance will be payable at the end of the work, upon submission of satisfactory deliverables.

### **Obligations of the parties**

- a. Cookie Inc., undertakes to:
  - Provide the necessary quality materials in accordance with the agreed specifications.
  - Respect the completion deadlines set at 5 working days from the start date of the work.
  - Carry out the work with care and skill, respecting the safety standards in force.

### b. Joshua S undertakes to:

- Provide access to the garden and any other area affected by the works.
- Make payments on time.

### **Expected deliverables**

At the end of the work, Cookie Inc., will provide Joshua S with a renovated garden with a stone carpet floor, in accordance with the specifications discussed and approved beforehand.

### **Duration and termination**

The expected duration of the service is 5 working days from the start date of the works. In the event of early termination of the agreement, additional fees may be charged to cover the expenses incurred by Liceria & Co up to the date of termination.

# **Privacy**

Both parties agree to keep confidential all commercial and technical information exchanged within the framework of this collaboration.

Please find attached additional documents required to complete this agreement, including detailed specifications and quotation.

We kindly ask you to sign this letter of agreement to formalize our collaboration. Once signed, please return a copy to us by post or email.

We thank you for your trust and look forward to working with you. If you have any questions or concerns, please do not hesitate to contact us.

Cordially,

Signature of both parties

Cookie Inc., Joshua S

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