

[Your Company Logo]

**SkyLine Media** [Your Company Address] [Your Company Phone Number] • [Your Company Email] • [Your Company Website]

**Date:** [Date]

**Ramisha Bhagat** [Client Company Name] [Client Address]

**Subject: Proposal for a 12-Month Ad Design Service Agreement**

Dear Ms. Bhagat,

Following our recent discussions, we are pleased to formally present this proposal for a dedicated service agreement. We are confident that our creative expertise will be a significant asset to your projects and are excited about the prospect of a successful and collaborative partnership.

This letter outlines the proposed terms for our 12-month engagement.

## Term of Engagement

This agreement is for a **fixed tenure of twelve (12) months**, designed to provide consistent, high-quality creative support.

- **Start Date: October 6, 2025**
- **End Date: October 5, 2026**

## Scope of Services

SkyLine Media will provide comprehensive **Ad Design Services**. Our core responsibilities will include:

- Conceptualizing and creating compelling digital ad creatives for your target platforms.
- Developing both static and animated ad assets as required.
- Designing creative variations for **A/B testing and performance optimization**.
- Ensuring all designs maintain strict adherence to your established brand guidelines.
- Providing up to three (3) rounds of revisions per design concept to ensure perfect alignment with your vision.

## Professional Fee & Payment Terms

For the services outlined above, we propose the following financial arrangement:

- **Monthly Retainer:** A flat fee of **\$1,000 USD per month**.
- **Invoicing:** Invoices will be issued on the 1st of each month for the upcoming service period.
- **Payment Due:** Full payment is due within **15 days** of the invoice date.
- **Payment Methods:** We accept payment via Bank Transfer.

## Partnership & Collaboration

To ensure a smooth and efficient workflow, we request your collaboration in providing timely feedback, clear creative direction, and access to all necessary brand assets (e.g., logos, fonts, and style guides).

## Confidentiality

Both parties agree to treat all shared proprietary information—including business strategies, project details, and client data—as **strictly confidential** throughout the term of this agreement and thereafter.

## Termination

This agreement may be terminated by either party with a minimum of **30 days' written notice**. In the event of termination, payment will be prorated and due for all services rendered up to the final day of the notice period.

## Acceptance & Commencement

We are eager to begin this creative journey with you. To accept this proposal and formalize our partnership, please **sign and date this letter below and return a scanned copy** to us at [Your Company Email].

To ensure a timely start, we kindly request your response by **September 22, 2025**.

Please do not hesitate to reach out with any questions. We look forward to creating outstanding work together.

Sincerely,

**[Your Name]** [Your Title] SkyLine Media **Email:** [Your Company Email] **Phone:** [Your Company Phone Number]

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## Accepted and Agreed

By signing below, you acknowledge and agree to the terms and conditions outlined in this Service Agreement.

\_\_\_\_\_ **Ramisha Bhagat**

\_\_\_\_\_ **Date**