

**AI International** [Your Company Address] [Your Company Email] [Your Company Phone]

**Date:** [Date]

**To:** Mahesh [Client Last Name] [Client Title] Skyline Media [Client Company Address]

**Subject: Proposal for a 12-Month Digital Services Retainer**

Dear Mahesh,

Further to our recent discussion, it is with great pleasure that we present this proposal outlining a strategic partnership between **AI International** and **Skyline Media**. We are confident that our expertise in digital services is uniquely positioned to deliver significant value and drive the achievement of your core business objectives.

This document details the terms of our proposed 12-month retainer agreement, commencing **October 15, 2025**.

## ### Scope of Services

Throughout the term of this agreement, AI International will provide the following dedicated services:

- **Search Engine Optimization (SEO):** *Implementing continuous on-page and off-page optimization strategies designed to elevate organic search visibility and attract high-value traffic to your digital assets.*
- **Ad Creative & Design:** *Crafting compelling, on-brand visual assets for strategic deployment across your digital advertising campaigns, ensuring maximum impact and engagement.*
- **Performance Analytics & Reporting:** *Delivering comprehensive monthly reports by the 5th of each month, detailing key performance indicators, strategic insights, and actionable recommendations for the subsequent period.*

## ### Term of Agreement

This agreement shall be effective for a period of **twelve (12) consecutive months**, commencing on **October 15, 2025**, and concluding on October 14, 2026.

### **### Professional Fees**

The monthly retainer for the comprehensive services detailed above is **\$1,500.00 USD**.

- **Invoicing:** Invoices will be issued on the first day of each month for the upcoming service period.
- **Payment Terms:** Full payment is due within thirty (30) days of the invoice date.

### **### Activation of Agreement**

We are eager to begin this partnership and deliver measurable results for Skyline Media. To formalize our engagement, please sign and date the acceptance section below and return a scanned copy to us via email by **October 1, 2025**.

Upon receipt, we will promptly schedule a formal kickoff meeting to initiate the onboarding process and align on our strategic objectives for the first quarter.

Should you have any questions, please do not hesitate to contact me directly. We look forward to a prosperous and successful partnership.

Sincerely,

[Your Name] [Your Title] **AI International**

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### **### Agreement Acceptance**

*I, the undersigned, acting on behalf of Skyline Media, hereby accept the terms and conditions outlined in this retainer agreement.*

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

**Printed Name:** Mahesh [Client Last Name]

**Title:** \_\_\_\_\_

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