

Company:

Client:

[Sky Media House Letterhead/Logo]

Fee:

[Your Company Address] [Your Company Website] [Your Company Phone Number] [Your  
Company Email]

Start Date:

End Date:

Company Email:

Company Phone:

Ramissa [Client Address]

### Subject: Proposal for Annual Creative Services Retainer

Dear Ramissa,

Following our recent conversation, we are pleased to present this proposal for a dedicated annual service retainer with **Sky Media House**. We are excited by the opportunity to partner with you and are confident that our creative expertise will be instrumental in achieving your marketing objectives.

This proposal outlines the terms for our collaborative one-year engagement.

## Scope of Services

Under this retainer, our team will provide the following creative services on a recurring monthly basis:

- Strategic Ad Design:** Conceptualization and creation of compelling digital and print advertising materials designed to capture attention and drive results.
- Creative Marketing & Consultation:** Development of innovative marketing campaigns, including concept ideation, strategic direction, and ongoing creative support.

## Term of Engagement

- Agreement Duration:** This retainer is proposed for a fixed term of **one (1) year**.
- Commencement:** The partnership will commence on **October 29, 2025**.
- Conclusion:** The agreement will conclude on **October 28, 2026**, with the option for renewal by mutual consent.

## Investment & Billing

- Monthly Retainer Fee:** A flat fee of **\$100.00 per month**.
- Invoicing Schedule:** Invoices will be issued on the first business day of each month. The initial invoice will be sent upon commencement on **October 29, 2025**.
- Payment Terms:** Payment is due within **[Number] days** of the invoice date.

## Next Steps

We believe this retainer provides an excellent framework for a productive and successful creative partnership.

To move forward, please review, sign, and return the attached **Formal Service Agreement** by **[Response Deadline Date]**. Your signature will confirm your acceptance of these terms and officially launch our collaboration.

Should you have any questions, please do not hesitate to reach out. We are eager to begin this journey with you and look forward to creating exceptional work together.

Sincerely,

**[Your Name] [Your Title] Sky Media House** [Your Direct Phone Number] [Your Direct Email Address]

Creativity Unleashed