

[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]

Accepted and Agreed

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

____ **Ramisha Bhagat**

____ **Date**