

Sky Media

[Your Company Address] [Your Company Website] contact@skymedia.com | (555) 123-4567

[Date]

Ramish [Client's Address]

Subject: Proposal for Creative Services Retainer Agreement

Dear Ramish,

Following our recent discussions, we are delighted to present this formal proposal for a creative services partnership. We are confident that **Sky Media** can provide the high-impact creative solutions you need and are eager to contribute to your success.

This letter outlines the terms and conditions of our proposed retainer agreement.

Scope of Services

Sky Media agrees to provide the following dedicated creative services on a recurring basis:

- **Strategic Ad Design:** Conceptualization, design, and creation of compelling digital and print advertising materials.
- **Full-Cycle Creative Production:** End-to-end management and execution of creative projects, from initial concept to final delivery.

Term of Agreement

This agreement is proposed for a fixed term of **two (2) years**.

- **Start Date:** October 5, 2025
- **End Date:** October 4, 2027

Professional Fee & Terms

In consideration for the services outlined above, we propose a monthly retainer fee.

- **Monthly Retainer:** \$1,000 USD
- **Invoicing:** Invoices will be issued on the first business day of each month for that month's services.
- **Payment:** Payment is due within **30 days** of the invoice date.

Next Steps & Acceptance

We believe this partnership will yield significant value, and we are prepared to begin our collaboration.

To move forward, please signify your acceptance by signing and dating this letter and returning a scanned copy to us at contact@skymedia.com by **September 20, 2025**.

Upon receipt of the signed agreement, we will promptly schedule a formal kickoff meeting to align on initial project priorities and establish a seamless workflow.

Should you have any questions or wish to discuss any aspect of this proposal, please do not hesitate to contact me directly. We look forward to the opportunity to work with you.

Sincerely,

[Your Name] [Your Title] Sky Media [Your Direct Email] [Your Direct Phone Number]

Acceptance of Offer

By signing below, I, **Ramish**, accept the terms and conditions of this Retainer Agreement as outlined above.

Signature: _____

Printed Name: _____

Date: _____

Creativity Unleashed