

[Skyline Media Logo]

**Skyline Media** [Company Address] | [City, State, ZIP Code] contact@skylinemedia.com | (555) 123-4567 | [Company Website]

[Date]

**Mahesh** [Client's Company Name] [Client's Address] [Client's City, State, ZIP Code]

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

Dear **Mahesh**,

Following our recent discussion, we are pleased to present this formal proposal for a dedicated digital services partnership with **Skyline Media**. We are confident that our strategic expertise will be instrumental in achieving your objectives.

This document outlines the terms of our proposed 12-month engagement.

## Term of Agreement

This service agreement is for a **fixed tenure of twelve (12) months**, designed to provide consistent growth and measurable results.

- Partnership Start Date:** October 15, 2025
- Partnership End Date:** October 14, 2026

## Scope of Services

Throughout our engagement, **Skyline Media** will provide the following core services:

- Comprehensive Performance Reporting**
  - Delivery of detailed monthly reports on key metrics and campaign performance.
  - Actionable insights and strategic recommendations for the upcoming month.
- Search Engine Optimization (SEO)**
  - Continuous on-page and off-page optimization to **enhance organic search visibility**.
  - Targeted strategies to drive qualified traffic and improve search engine rankings.
- Ad Creative & Design**
  - Development of **compelling visual assets and ad copy** for digital campaigns.
  - Creative tailored to agreed-upon platforms to maximize engagement and conversions.

## Investment & Payment Schedule

- **Invoicing Cycle:** Invoices will be issued on the 1st of each month. The initial invoice will be sent prior to our start date.
- **Payment Terms:** Payment is due within **fifteen (15) days** of the invoice date.

## Next Steps

To formalize our partnership and begin on **October 15, 2025**, please complete the following:

1. **Sign** the acceptance section below.
2. **Return** a scanned copy to us by **October 1, 2025**.

Upon receipt, we will immediately schedule our official kickoff meeting to align on strategy and initiate the onboarding process.

We are incredibly enthusiastic about the opportunity to work with you and contribute to your success. Should you have any questions, please do not hesitate to reach out.

Sincerely,

**[Your Name]** [Your Title] **Skyline Media**

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## Acceptance of Proposal

By signing below, I, **Mahesh**, on behalf of **[Client's Company Name]**, confirm that I have read, understood, and accept the terms of this digital services partnership as outlined above.

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

**Printed Name:** \_\_\_\_\_

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