Service agreement

3. Payment Terms

The Contractor will issue invoices on a bi-monthly basis, with the Client agreeing to remit payment within 15 business days of receiving the invoice. If payment is delayed by more than 7 days, the Contractor reserves the right to charge a late fee of 2% per month on any outstanding balance.

4. General Travel Provisions

4.1 Pre-approval Requirement

All travel arrangements must be pre-approved by the Client in writing to ensure alignment with project budgets and timelines.

4.2 Budget Caps

Total expenses for any single trip must not exceed USD 2,500, with daily expenses capped at USD 500 to maintain financial control.

4.5 Location and Seasonal Adjustments

4.5.1 High-Cost Locations

For travels to locations like New York City or San Francisco, daily budgets may be increased by up to 20% with prior written approval from senior management.

Amendment to the Service Agreement Regarding Travel Expenses

1.1 Last-Minute Travel Surge Pricing

In cases where travel is arranged with less than 48 hours' notice, a surge multiplier of 1.25 will apply to account for the higher costs associated with urgent bookings. This adjustment applies to all transportation and accommodation costs incurred due to the urgency of the travel.