

# SERVICE AGREEMENT SUMMARY

**Reference:** SC-{{CLIENT\_SHORT}}-{{YEAR}}-{{MMDD}}

**Date of Service:** {{DATE\_LONG}}

## Parties

Role	Entity
<b>Service Provider</b>	Setup Concierge (a productized service of J4AFoundation LLC)
<b>Client</b>	{{CLIENT_NAME}}

## Scope of Work

### Service Performed

{{{SERVICE\_TITLE}}}

- Date:** {{DATE\_LONG}}
- Duration:** {{DURATION}}
- Type:** {{SERVICE\_DESCRIPTION}}

### Deliverables

- {{{DELIVERABLE\_1}}}
- {{{DELIVERABLE\_2}}}

## Compensation

Item	Details
<b>Agreed Fee</b>	\${{{TOTAL}}} (flat)
<b>Rate Basis</b>	\${{{RATE}}}/hr × {{{HOURS}}} hours
<b>Payment Terms</b>	Due upon receipt of invoice

## Usage Rights

All work produced during this session is the property of the client ({{CLIENT\_NAME}}) upon full payment. Setup Concierge / J4AFoundation LLC retains the right to use select materials for portfolio and promotional purposes unless otherwise agreed upon in writing.

## Acknowledgment

This summary confirms the agreed-upon terms for the service rendered on {{DATE\_LONG}}.

<b>Provider:</b>	Setup Concierge / J4AFoundation LLC
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<b>Client:</b>	{{CLIENT_NAME}}
<b>Date:</b>	{{DATE_LONG}}

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*Setup Concierge — We Set It Up So You Don't Have To.*