

SERVICE AGREEMENT SUMMARY

Reference: SC-{{CLIENT_SHORT}}-{{YEAR}}-{{MMDD}}

Date of Service: {{DATE_LONG}}

Parties

Role	Entity
Service Provider	Setup Concierge (a productized service of J4AFoundation LLC)
Client	{{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
Agreed Fee	\${{TOTAL}} (flat)
Rate Basis	\${{RATE}}/hr × {{HOURS}} hours
Payment Terms	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}}.

Provider:	Setup Concierge / J4AFoundation LLC

Client:	{{CLIENT_NAME}}
Date:	{{DATE_LONG}}

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