

SOCIAL MEDIA CONTRACT

CONTRACT AGREEMENT

This **CONTRACT AGREEMENT** is between and [.....]
referred to as The Client.

....., acting as an advertising agency, shall provide the following
services to[COMPANY NAME]:

1. Social Media Package. The Social Media Package service shall comprise of the following:

- posts design
- No. Of stories:
- Posting, Caption, Hashtags & Sharing
- Auto reply message.
- Price: Rs / month

2. Additional works

Any additional work or urgent tasks which are outside the scope of this agreement will be subject to an additional fee based on the type of task. Any urgent tasks will be subject to an urgency fee starting as from Rs based on the type of work.

For any modeling and action photo session, there will be an additional fee charged based upon the related work.

3. Meetings

- i.** One meeting with the Graphic Designer to explain the design.
- i.** Any additional meeting required on behalf of or [COMPANY NAME] must be informed of one day before. Depending on the distance and number of meetings, transport cost might be charged for the displacement.
- ii.** Any delay in providing information to and validating the artwork within the deadline mentioned will result in a postponement of the artworks delivery.
- iii.** All information (photo, details, and description of products for posts and video + specify posts to boost) must be delivered to on the last week of the month for the next month.

4. Point of contact

- i. The Client will be dealing directly with the respective Graphic Designer for all Branding information and any changes required.
- ii. For any other information, The Client will have to contact the

5. Client Approval of Materials.

- i. The designs will be sent to The Client via mail or WhatsApp.
- ii. Any changes or corrections of the design or video must be sent sending the final design.
- iii. Upon proposed artwork, the Client is allowed corrections to make.
- iv. All amended and final works with limited corrections should be reviewed and validated within a maximum of 12 hours.

6. Project phase

7. Working conditions

- Information required by our designer is deemed to be provided within 1 weeks' time. All information of the products or services must be sent to the designer by the month for the next month work.
- Photos must be of high quality and properly taken.
- Any correction or amendment that needs to be done has to be conveyed to our designer at least working days before deadline.
- All end works requiring validation, same must be reviewed and validated within a maximum number of 2 working days.
- Our designers are available for work processes, validations and amendments on weekdays from
- Client will be dealing directly with designer to assign new projects or amendments through email and WhatsApp.

8. Copyright

All campaigns, images, and other material produced under the scope of this advertising services agreement are the intellectual property of [COMPANY NAME].

9. Payment

A monthly fee of Rs shall be paid to for the services provided as per this Contract Agreement.

Note that invoices will be sent by the of each month.

The payment shall be made by cash / cheque or internet banking by the

10. Penalty fee

Any delays in making the payment will result in a penalty fee of Rs..... per day. This penalty shall be applicable as from the of the following month, given that the Client has not settlehis monthly payment.

If the Client ends the contract before the specified date, he will have to pay Rs for the next month work.

11. Renewal

Client may have the option of renewing their advertising contract if they have fully met their contract obligations, including timely payment of all advertising fees. (While renewals are not guaranteed, it is the Company's general intent to give Client the "right of first refusal" on contracted advertising space.)

The contract conditions might be revised upon renewal.

12. Termination

This contract is valid till DD/MM/YYYY after which it can renewed or terminated, as agreed between both parties.

Both Parties can terminate the contract, given that they give a month notice in advance to the other party.

Should this contract be terminated by [COMPANY NAME] or before its end date, DD/MM/YYYY, the Client will be invoiced for the work already done for the respective month.

By signing this document, the Client agrees to the services and conditions outlined in this document.

Signature: _____

Signature: _____

Date:

Date:

Name:

Name:

Designation:

Designation: