

**Company Name**

Address

Address

Email:

Phone:

**AGREEMENT BETWEEN:**

Company:

Client:

**AGREEMENT:**

(Company) agrees to provide (list services).

Deadline for completion:

**COMMUNICATION:**

It is understood that communication between (company) and client will be primarily via (list preference). (Company) hours of operation are (times), Monday through Friday. Any communications on evenings or weekends will not receive a reply until business hours have commenced.

**FEES & EXPENSES:**

The fee for the above services is \$\_\_\_\_\_. This fee includes (list). Any future additions to services be agreed upon in email, and will require an addendum to this contract.

A deposit of \$(amount) is immediately due and payable by the Client. (list any stipulations to the contract, and/or expectations for either party)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(company)

\_\_\_\_\_  
(client)

**Billing Address for Client:**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email (for online invoice): \_\_\_\_\_