

Agreement Letter between Two Parties

[Your Name] 123 Main Street Anytown, NY 12345 john.doe@email.com (555) 123-4567

June 18, 2024

[Recipient's Name] 456 Oak Avenue Othertown, NY 67890 jane.smith@email.com (555) 987-6543

Dear [Recipient's Name],

RE: AGREEMENT

This Agreement Letter (the "Agreement") is made and entered into on this 18th day of June, 2024, by and between:

Party A: Name: John Doe Address: 123 Main Street, Anytown, NY 12345 Email: john.doe@email.com Phone: (555) 123-4567

Party B: Name: Jane Smith Address: 456 Oak Avenue, Othertown, NY 67890 Email: jane.smith@email.com Phone: (555) 987-6543

1. PURPOSE

The purpose of this Agreement is to outline the terms and conditions under which Party A agrees to provide graphic design services to Party B for a marketing campaign.

2. SCOPE OF WORK

Party A agrees to provide the following services:

- Design of marketing materials including brochures, flyers, and social media graphics.
- Up to three revisions per design.

Party B agrees to provide the following:

- Detailed briefs for each design project.
- Feedback and approval for each design within three business days of submission.

3. PAYMENT TERMS

Party B agrees to pay Party A a total of \$3,000 for the services described above, payable in three installments of \$1,000 each:

- First installment due upon signing of this Agreement.
- Second installment due on July 18, 2024.
- Final installment due on September 18, 2024.

4. CONFIDENTIALITY

Both parties agree to maintain the confidentiality of any confidential information shared between them and not to disclose such information to any third party without the prior written consent of the other party.

5. INTELLECTUAL PROPERTY

Any intellectual property developed during the course of this Agreement shall be owned by Party B upon full payment to Party A. Party A retains the right to use the designs for portfolio purposes.

6. TERMINATION

This Agreement may be terminated by either party upon 30 days' written notice to the other party. In the event of termination, both parties shall be responsible for completing

any outstanding obligations up to the date of termination. Party A will be compensated for any work completed up to the termination date on a pro-rata basis.

7. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

8. DISPUTE RESOLUTION

Any disputes arising out of or in connection with this Agreement shall be resolved through mediation in Anytown, NY.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, and representations, whether oral or written.

10. AMENDMENTS

This Agreement may be amended only in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Party A: Signature: _____ Name: John Doe Date: June 18, 2024

Party B: Signature: _____ Name: Jane Smith Date: June 18, 2024