



Your Company Name

EIN
Street address
State, Postal Code
City

Purchase Order n #####

Client Name

Client address, state, postal code
City

| Audit | Price | Billing |
|---------------------------|--------------------|---|
| Keyword Research | XXX \$ | 50% on XX/XX/XXXX and 50% on XX/XX/XXXX |
| Content audit | XXXX \$ | |
| Technical check | XXX \$ | |
| SEO Roadmap | XXX \$ | |
| Total : | \$\$\$\$ \$ | |
| Taxes : | 00,00 \$ | |
| Total incl Taxes : | \$\$\$\$ \$ | |

*Audit delivery estimated date:

| Monthly retainer | Price | Billing |
|------------------------------------|--------------------|---|
| Monthly SEO Consulting (12 hours)* | XXX \$ | 100% every month, starting the 01/XX/XXXX |
| Total : | \$\$\$\$ \$ | |
| Taxes : | 00,00 \$ | |
| Total incl Taxes : | \$\$\$\$ \$ | |

*The service can be terminated by sending a formal email to [your address] with 30 days prior notice.

Date of signature: XX/XX/XXXX

Email for billing: johndoe@gmail.com

Sign here please

Contract conditions below 📌

PREAMBLE

These General Conditions of Services (GCS) apply to all sales of products and services by the Provider, including website design, SEO, digital marketing, project management, and subscription services. Acceptance of these GCS is mandatory for customers before placing an order. The Provider may modify the GCS, with changes considered accepted if not contested by the customer within 30 days.

1. ORDERS

Orders that match the Provider's proposal are considered final. Modifications require the Provider's written approval. The Provider may refuse service for reasons such as pricing errors or outstanding customer debts.

2. CONTRACT'S EXECUTION FRAMEWORK

The Provider's services are subject to internet-related technical performance, which is beyond its control, thus it operates on a best-effort basis.

3. MONTHLY RETAINER

Subscriptions continue indefinitely until canceled with one month's written notice. Partial months are fully chargeable.

4. DELIVERY TIME

Delivery times are approximate. The Provider strives to meet these times but is not liable for delays due to external factors like supply issues or internet access problems. Delays do not entitle customers to penalties, compensation, or order cancellation.

5. CUSTOMER OBLIGATIONS

Customers must cooperate, provide necessary information, prepare their systems as advised, comply with technical standards, and regularly back up data. Service delays due to late customer feedback or information are the customer's responsibility.

6. PROVIDER RESPONSIBILITY

The Provider is responsible for service execution within a best-effort framework. Liability is limited to direct damages and excludes indirect damages like loss of profits or data. Liability is capped at the amount billed for the disputed order, and claims must be made within three months of the incident.

9. PRICE, BILLING, PAYMENT

- 9.1 Prices: Prices are exclusive of tax, valid for three months, and subject to change with customer notification.
- 9.2 Invoicing: Invoicing terms are specified in the proposal, with monthly invoices issued and payable within 30 days.
- 9.3 Payment: Payments are accepted via PayPal, cryptocurrency, or bank transfer in Euros or US Dollars, based on current exchange rates. Payments are due within 30 days of invoicing. Late payments incur a fixed recovery fee plus potential additional costs.

10. CONTRACT TERMINATION

The Provider can terminate the contract at any time, requiring immediate payment of all issued invoices without refunds. Customers can cancel subscriptions with one month's notice.

11. PROOF AGREEMENT

Digitally signed documents are recognized as valid proof of agreement and consent by the involved parties.

Sign here please

