

Social Media Management Agreement

1. DEFINITIONS

This contract is entered into between S.E.O. Tropolis (hereinafter referred to as "Provider") and _____ (hereinafter referred to as "Client") on the ____ day of _____, 20__

- a. **The Client** - Business Name: _____
Business Address: _____
Business Telephone Number: _____
- b. **Client Contact** - Full Name: _____
Phone Number: _____
- c. **The Provider** - S.E.O. Tropolis
- d. **Provider Contact** - Zachary E. Isaacson, 419-290-9153

2. TERMS OF REFERENCE

- 1. This contract covers the management of Social Media by **The Provider** for **The Client** covering the business case of *{platforms being managed/requirement of social media management/number of posts}*. The detailed specifications of the management will be detailed in an associated consultation document.
- 2. The costs included here covers the work described in this contract and the associated consultation document. **Additional work will result in additional charges.**
- 3. Additional work:
 - Addition of a platform being managed, addition of existing presence on a platform that is mentioned outside of this contract.

3. TIMELINE

1. **The Client** will provide all necessary digital content before work can begin. After receiving all necessary components for the platform management. Work will begin within 24hrs.

4. PROCESS

1. It is up to **The Provider Contact** to work with **The Client** on getting the desired results. **The Provider Contact** will be in open communication with **The Client Contact** to ensure management is being done with quality for **The Client** and optimize from there.
2. **The Provider** may use qualified subcontractors under supervision for any or all work on this contract. In such a case, **Provider Contact** will remain as the single point of contact

The total monthly management fee for this service is \$_____. **The Client**, if necessary may pay The Provider after 5-7 days on the succeeding month. If the client fails to pay after 5-7 days, management will be shut down.

Each party represents and warrants that on ____ ____ 20____, they are authorized to enter into this agreement in entirety and duly bind their respective principals by their signature below:

Client Name and Signature

Provider Name and Signature