

Service agreement excerpt

Example Studio LLC

AGR-2026-0048

SERVICE PROVIDER	CLIENT	EFFECTIVE DATE	INITIAL TERM
Example Studio LLC	Northwind Systems LLC	01 September 2026	12 months / through 31 August 2027

1. SCOPE OF SERVICES

The provider prepares a monthly design review and up to four document templates per calendar month. The client supplies source materials and names one reviewer. Deliverables are shared as editable files.

2. FEES AND INVOICING

The sample monthly service fee is USD 2,400.00. The provider invoices on the first business day of each month. Payment is due within 30 days. Work outside the stated scope requires a separately agreed change order.

3. REVIEW AND ACCEPTANCE

The client sends one consolidated review within five business days of delivery. The provider includes one revision round in the monthly fee. An unresolved issue is recorded against the deliverable reference.

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4. RENEWAL AND NOTICE

The illustrative agreement renews for successive 12-month terms unless either party provides written non-renewal notice at least 30 days before the current term ends.

5. RECORDS AND CONFIDENTIALITY

Each party restricts access to shared business records to staff working on the engagement. The provider returns or deletes client working copies within 30 days after the engagement ends, subject to the agreed retention schedule.

6. NOTICES

Example notice contacts are legal@example-studio.example and procurement@northwind.example. These addresses use reserved example domains and are not live service contacts.

7. SIGNATURES

Provider: Example signatory, Operations lead. Client: Example signatory, Procurement lead. Signature date: 01 September 2026. No actual signatures or agreement are represented.

Initial term	12 months
Non-renewal notice	30 days before term end
Monthly sample fee	\$2,400.00

Fictional excerpt for document extraction practice. This is not a contract for use or legal advice.