



## Marketing & Social Media Management Contract

### Business and Contact Information

Invoice:

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

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Billing Address: \_\_\_\_\_  
Street Address City Province Postal Code

Website: \_\_\_\_\_ Contact #: \_\_\_\_\_

Email: \_\_\_\_\_ Invoice Email: (If different) \_\_\_\_\_

### Dates

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ 3 month Trial  /Seasonal  /Event

### The Plan

### The Fees

#### Trusted Fees

- Social Media Management \$ \_\_\_\_\_
- Google AdWords Management \$ \_\_\_\_\_
- Reputation Management \$ \_\_\_\_\_
- Other Fee \$ \_\_\_\_\_

Total Management Fee: \$ \_\_\_\_\_

#### 3<sup>rd</sup> Party Fees (Not Invoiced Through Trusted)

- Social Media Budget \$ \_\_\_\_\_
- Google AdWords Budget \$ \_\_\_\_\_
- Other Advertising Budget \$ \_\_\_\_\_

Total Advertising Budget \$ \_\_\_\_\_



## Marketing & Social Media Management Contract

### Platforms & Associated Contracts

Platforms to Be Managed:

Facebook      Google       LinkedIn       Twitter       YouTube       Other \_\_\_\_\_

Associated Contracts:      Trusted Partner       Website       Marketing

### Payment Information

GST Number:80176 9844 RC001  
PST Number:5059647

Fee: \_\_\_\_\_  
GST: \_\_\_\_\_  
PST: \_\_\_\_\_  
Total \$: \_\_\_\_\_

Visa     MasterCard     Cheque     e-Transfer

Card Number: \_\_\_\_\_

Exp: \_\_\_\_\_ CV#: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

### Agreement Authorization

The person signing this contract is authorized by the company who's details are listed above. The signer of the contract understands and agrees that the company is bound and liable pursuant to the full terms and condition on the reverse of this agreement made with **S & E Trusted Online Directories Inc.**

Signature: \_\_\_\_\_ Trusted Consultant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# **S & E Trusted Online Directories Inc Terms and Conditions**

## **Trusted Marketing Services payment methods and procedures are as follows:**

1. All contracts and services are on a pre-pay basis.
2. Unless a trial period, event or seasonal contract with written end date 30 day written notice is required to end contract.
3. If choosing to pre -pay quarterly or monthly by credit card the Trusted Partner authorizes *S & E Trusted Online Directories Inc* to automatically debit payment on the due date. If pre-pay by Cheque we require a minimum of 6 months postdated cheques on file. If a manual invoice or receipt is required please indicate this to your Trusted Consultant.
4. Trusted Partners first payment is a deposit and is due upon signing of the contract to secure the service.
5. All graphic design, video footage, scripts, creative writing and any marketing materials created for our client remain the property and intellectual property of *S & E Trusted Online Directories Inc.* until the contract is paid in full
6. If a Trusted Partner is experiencing serious financial difficulties and / or goes bankrupt/ stops trading *S & E Trusted Online Directories Inc.* respectfully require the businesses to notify *S & E Trusted Online Directories Inc.* as soon as possible, so we can take the appropriate actions. If the business ceases to trade we will refund that business any monies that may be due after a 30 day period, provided *S & E Trusted Online Directories Inc.* is properly notified before the fact.
7. Marketing services contracts Trusted requires access to the company analytic data for the period of the contract.
8. Hosting fees are prepaid annually and companies will be invoiced 30days before renewal date. If the company does not pay the invoice the hosting will cease 1 day after contract ends.
10. For social media management contracts we require a minimum of 1 x 1 hr meeting every 3 months of the contract- this is to ensure we are informed of all the company plans and events, and to ensure results are shared, goals discussed and communication maintained.
11. For social media management Trusted requires access to the companies Google Analytics data for the period of the contract. If no analytics are currently on the site they must be added.
12. Advertisers shall indemnify and shall hold *S & E Trusted Online Directories Inc.* harmless from any and all loss, cost, expense and damages on account of any and all manner of claims, demands actions and proceedings that may be instituted against *S & E Trusted Online Directories Inc.* on grounds alleging that any advertising submitted online by or on behalf of advertisers violates any copyright or any proprietary right of any person. Advertisers agree at their own expense to defend and continue the defence of any such claim, demand, action or proceeding that may be brought against *S & E Trusted Online Directories Inc.* providing we notify trusted Partners with respect thereto.
13. This writing contains the entire contract of the parties. No representations will be made or relied upon by either party other than those expressly set forth in this agreement. No agent, employee or other representative of either party is empowered to alter any of the terms hereof, unless done so in writing and signed by an authorized representative of each party.
14. The agreement shall be construed under the laws of the province of Saskatchewan, Canada. Venue for any legal actions regarding this agreement shall be in the city of Saskatoon, Saskatchewan, Canada

I agree & understand the terms and conditions:

SIGNED:

DATE: \_\_\_\_\_.

Trusted Consultant: \_\_\_\_\_ SIGNED: \_\_\_\_\_.