

SOCIAL MEDIA REPORTING SERVICES AGREEMENT

This Services Agreement ("Agreement") is entered into as of [Date], by and between:

Service Provider:

[Your Full Name / Business Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

("Service Provider")

and

Client:

[Client's Full Name / Business Name]

[Client's Address]

[City, State, ZIP Code]

Email: [Client's Email]

Phone: [Client's Phone Number]

("Client")

1. SCOPE OF SERVICES

Service Provider agrees to provide the following services to the Client ("Services"):

- Monthly social media performance reports for platforms such as [Facebook, Instagram, LinkedIn, etc.].
- Analysis of key metrics (e.g., engagement, reach, follower growth, etc.).

- Basic competitor analysis (if applicable).
- Recommendations for improvement.

Additional services may be agreed upon in writing by both parties.

2. TERM AND TERMINATION

- This Agreement begins on [Start Date] and will continue on a month-to-month basis unless terminated by either party.
- Either party may terminate this Agreement with 14 days' written notice.

3. PAYMENT TERMS

- Client agrees to pay Service Provider [Amount] per report or [Amount] per month.
- Payments are due upon receipt of invoice, and no later than 7 days after the invoice date.
- Late payments may incur a [Late Fee %] late fee.

4. CLIENT RESPONSIBILITIES

- Client agrees to provide access to relevant social media accounts or data analytics platforms (e.g., Meta Business Suite, Google Analytics).
- Client will supply any necessary information in a timely manner.

5. CONFIDENTIALITY

Both parties agree to keep all confidential information private and not disclose it to third parties without prior written consent.

6. INTELLECTUAL PROPERTY

The reports and recommendations created under this Agreement remain the property of the Client upon full payment.

7. LIMITATION OF LIABILITY

Service Provider shall not be liable for any indirect, incidental, or consequential damages arising from the use of the Services. Total liability shall not exceed the total fees paid under this Agreement.

8. INDEPENDENT CONTRACTOR

Service Provider is an independent contractor and not an employee of the Client. Nothing in this Agreement shall be construed to create a partnership or joint venture.

9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of [Your State/Country].

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or understandings.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Service Provider Signature: _____

Name: [Your Name]

Date: _____

Client Signature: _____

Name: [Client's Name]

Date: _____