



PRIME CHOICE DIGITAL MEDIA

TERMS AND CONDITIONS SOCIAL MEDIA MANAGEMENT SERVICE

Social Media Management Retainer - Prime Choice Digital Media, LLC.
Rate: \$200.00 per month - [8 post per month; current media platforms].
Dedicated Social Media Manager for your business or brand.

SUMMARY:

The Social Media Management Retainer membership is the harbor in having access to quality graphic design with quick turnaround. The purpose of this is to have a Social Media Manager retained month-to-month for managing your business or brand's social media platforms so that the client can keep their main focus on brand/business growth. This service provides 8 posts per month of engaging content. Print, web and graphic design are separate tasks provided outside of this agreement. Please visit www.primechoicedigital.com for info and rates on these products.

The term of this agreement is activated upon initial monthly payment until the client chooses to cancel the subscription. See below for cancellation requirements.

From henceforth the customer/business owner/contact/artist, etc. will be know as the "client". Prime Choice Digital Media, LLC., henceforth known as the "designer".

PROCESS:

Upon the client's commencement of the monthly subscription, client will have already acknowledged the terms and conditions listed in this document.

The client will communicate the expectations of the business' social engagement. The designer will confirm receipt of ALL content and has up to 72 hours to render a design proof. If design/proof is needed within 24 hours after content is received a \$30 expedite fee will be billed later. Client will be asked to acknowledge the fee charge prior to the commencement of the task. The delay of receiving content will delay the 72 hour process.

Once the first design proof has been rendered and submitted, the client reserves the right to request revisions to the design. Client has up to 12 hours to submit information for the revision. Once submitted, designer has up to 12 hours to provide a revised proof. This process will continue until client has determined the proof as the final design. Although there is no limit to revisions, the requests for revisions will exceed the 72-hour design turnaround. Please keep in mind your business deadline for commercial use of the design when in the revision phase of the process.

The client reviews, proofreads and approves final design. Proper tracking of services will be provided every 3 months sent via pdf.

RIGHTS AND OWNERSHIP:

Rights: All services provided by the designer shall be for the exclusive use of the client other than for the designer's promotional use. Upon completion of posting the content to the social sites, the following reproduction rights for all approved final designs created by the designer for this project shall be granted:

- Client to gain full transferable rights to brand identity.
- Client to gain full license to reproduce works through commercial printers.

Ownership: The client shall be entitled to full ownership of all final content created during and after the subscription time.

Third party contracts: The designer may contract with other creative professionals to provide services such as web development, photography, and illustration. Any third-party terms and conditions will include full reproduction rights for the client. Where such contracting adds to the project cost, the client will first be asked for permission to proceed. No project will commence on the assumption that third parties might be required for project completion. Such details will be finalized prior to project commencement, unless requested by the client at a later date.

The client is entitled to 8 social media posts per month with the option to have the designer do two of the tasks simultaneously in a 1-month cycle. The 3rd task will not be implemented until the first two are completed. Tasks do not roll over to the next month. Only expedited tasks are completed on weekends. Designs for the posts are subject to fair use policy.

COMMUNICATION:

The designer can be reached by telephone, text, email or video chat from Monday to Friday between 9am and 6pm [with option of after hour or weekend support on a task-by-task basis per verbal agreement]. Designer can be reached at 586.738.0540 or alternative number provide to the client by the designer.

MISCELLANEOUS:

Samples: The client shall provide the designer with samples of print design that result from the project deliverables. Such samples shall be representative of the highest quality of work produced. The designer shall have the right to showcase all completed designs or installations and shall have the right to use such designs for publication, exhibition, or other promotional purposes.

CANCELLATION:

Client has the right to cancel services. Please notify designer no less that 15 days in advance prior to cancelling subscription.

CONSENSUS:

This document containing the above terms and conditions will be supplied via email along with the first invoice.