

Social Media Marketing Agreement

Between

SAGITARI UK, with office at: 32A Nevanthon Road, LE3 6DR Leicester, UK

and

[customer]

Whereas,

SAGITARI UK has agreed to perform social media management services for [customer] Facebook / Twitter platform **for period of [x months] and terminating on [date]**, for an agreed compensation by [amount] to SAGITARI UK, details of which are given under, "**Fees paid to SAGITARI UK**" using online billing account: <https://sagitari.quickfile.co.uk/> .

PERMISSION & AUTHORIZATION BY [customer] TO SAGITARI UK AND THE DELIVERABLES AND SCOPE OF WORK FOR SAGITARI UK

[customer] hereby authorizes and gives full permission to SAGITARI UK to do the following on various social media sites for [customer] during the agreed contract period.

Facebook

- Upload pictures, videos and other audiovisual elements
 - Post regular updates on the [customer] Facebook wall – A minimum of 2 update per week, and sometimes 2-3 updates if there are other things to be communicated. But any given month, a minimum of 8 status updates (including quizzes, polls, info, news, etc)
 - Moderate comments, delete spam
 - Have regular contests that are relevant to the brand [and increase the fan base – optional]
- IMPORTANT (FACEBOOK CONTESTS):** From our experience, we know that too many contests are usually negative for the brand. A healthy frequency is to have about 1 contest per 2-3 months OR have 1 big contest every 4 months.
- [Design and launch targeted Facebook ads for increased engagement and larger fan base – optional]
 - And everything else that is synonymous with, designing and maintaining the [customer] Facebook page.

INFORMATION AND DETAILS GIVEN TO SAGITARI UK BY [customer]

Please note that the following details and information must be provided to the SAGITARI UK team on regular basis by [customer] through the following support centre: <http://development.sagitari.uk/> using "priority" ticket options.

This can't be done by E-mail.

- **Pictures:** All pictures from events, products pictures, etc.
- **Videos:** All videos from events, product showcase videos, etc.
- **Event details:** Any and all event details in advance so that we can update the fanpage and create a event.
- **Details of logins:** All the login details for social media sites that already exist.
- **Posters's, previously used promotional material:** All previously used posters, ads, magazine ads, and other promotional material so that we have a good idea of the branding look and feel.
- **Brand manual or any existing guidelines:** A copy of any brand manual or guideline manual if it exist.
- **High resolution logo.**
- And any other important information and newsworthy items for the brand that can be shared with the online community.

CONFIDENTIALITY CLAUSE

NOTE: All materials given to us, like brochures, audio, videos, photos, etc, will only be used for [customer] promotional purposes. It will not be used for any other purposes in any shape or form, and will be deleted if & when required.

All this information will be treated as confidential and proprietary in nature and will not be used by SAGITARI UK for any other purposes besides using the materials to promote [customer] on social media and digital platforms.

TERMINATION CLAUSE

Both parties, i.e., SAGITARI UK and [customer] have the right to terminate the contract with a one month notice period. All login details have to be handed over on expiry or early termination of this contract

OTHER NOTES

- Invoice (separate for every social media channel, Facebook, Twitter, etc.) will be sent to the following E-mail address: [e-mail] from our automatic billing account <https://sagitari.quickfile.co.uk/> on the beginning of every biling period.
- Every Invoice have to be paid within 7 days.
- Unpaid Invoice amount can be collected through Private Debt Collection Agency (after final reminder send from PDCA)
- Access to <https://sagitari.quickfile.co.uk/>, and <http://development.sagitari.uk/> will be send to [customer] E-mail after signing this contract.

Available payment methods:

- PayPal (4% card handling fee apply if paid using <https://sagitari.quickfile.co.uk/>)
- GoCardless (4% card handling fee apply if paid using <https://sagitari.quickfile.co.uk/>)
- Direct Debit
- BACS

Signed by both parties and executed on this day of [date].

For SAGITARI UK

Gracjan Deresz, Owner, SAGITARI UK

Date: [date]

Signature:

For [customer]

[customer details]

Date: [date]

Signature: