

# **SAMPLE SERVICE AGREEMENT**



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(Your Name)

# **Sample Consulting Service Agreement**

(DATE)

## **PROJECT OVERVIEW:**

(Break down the overall project and summarize where you are coming in to help and how success is going to be measured)

## **SCOPE OF WORK:**

(Include all of the deliverables included in this proposal)

> **Example:**

- **Assistance Setting Up The Conversion Tracking Codes**
- **Market & Keyword Research**
- **Campaign Updates & Adjustments As Described in Audit**
- **Ongoing Analysis, Optimization, and Testing of Campaigns**
- **Formal Monthly Performance Reports**
- **Communication via Email and via Scheduled Calls**

## **TIMELINE:**

(Use specific dates and time increments to showcase how you are approaching the project so you both know what to expect)

- **Phase 1:**

- **Phase 2:**

- **Phase 3:**

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## **TERMS and TERMINATION :**

(Include all information about the terms of the agreement including payment, expenses, and cancellation details)

### **Example:**

- This is a month to month agreement with no long-term commitment
- Each month is to be paid upon the first day of the service period via digital invoice
- All expenses resulting from paid ad spend are the obligation of the client
- This agreement may be cancelled by either party with at least 30 days written notice

## **COMPENSATION:**

(Include your compensation for your proposed service(s))

## **AGREEMENT:**

(Client Name) Rep. Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

(Your Name) Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_