



P.O. Box 4721 St. Louis, MO 63108 314.367.1073 email: sales@marketcom123.com

1. Please print form and read carefully.
2. Fill in spaces with information received from service quote.
3. Sign and date at bottom.
4. Fax this document completely filled in and signed to (314) 367-1073. (Please include return fax number)
5. A signed version of this agreement, from Marketcom, will then be faxed back to client as confirmation.

## SERVICE AGREEMENT AND ASSIGNMENT OF MONEY DUE

The undersigned, \_\_\_\_\_, referred to as Client, hereby enters into agreement with Marketcom, for services rendered for \_\_\_\_\_.

The sum of said services from Marketcom for Client is the amount of \_\_\_\_\_. A 50% deposit for services less than \$1,000.00 or a 30% deposit for services greater than \$1,000.00 is due upon client's acceptance of services which totals \$\_\_\_\_\_ as deposit at signing of this agreement with the balance of \$\_\_\_\_\_ due at completion of services rendered. Completion of services rendered is defined as when graphic, web, marketing or consulting services from Marketcom is delivered to client [via one or more of the following] 1.) Computer diskette, 2.) CD-ROM, 3.) Uploading Internet web page or site at a designated Internet web or FTP address, 4.) Printed or electronic document.

Client will: \_\_\_ 1.) Supply text for graphic design, \_\_\_ 2.) Not supply text for graphic services.

Client is responsible [in full] for end result of this assignment. Client is responsible for additional payments for changes from original assignment description, with Client offering Marketcom first opportunity for any changes. In the event of cancellation of this assignment, a cancellation fee for work completed, based on this agreement's price and expenses already incurred, shall be paid by Client. Modifications of this agreement must be written, except that the invoice may include, and Client shall pay, fees or expenses that were orally authorized in order to progress promptly with work.

Services from Marketcom for Client are hereby agreed to with deposit due upon signing of this agreement with remaining balance due upon completion of services unless otherwise communicated. All designs for Client by Marketcom become property of Client after completion of services rendered by Marketcom and all sums due are paid in full by Client. This agreement is non-binding from any other services or obligations other than described herewith in this agreement.

I have read Marketcom's service policies and agree to policy terms as described.

Notice of the above assignment is hereby acknowledged on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Client [Company Name]

\_\_\_\_\_  
Client [Authorizing Signature and Position]

\_\_\_\_\_  
Client [Authorizing Name - Print]

\_\_\_\_\_  
Marketcom Agent