

Media Production Services Agreement

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

From:

[Your Company Name]

[Your Company Address]

Dear [Client's Name],

This letter serves as an agreement for media production services between [Your Company Name] and [Client's Name] as per the terms outlined below:

1. Services Provided

[Description of media production services to be provided]

2. Payment Terms

The total fee for services rendered will be [Total Amount] payable as follows: [Payment Schedule]

3. Timeline

The project is expected to commence on [Start Date] and be completed by [End Date].

4. Deliverables

Deliverables will include: [List of Deliverables].

5. Terms and Conditions

[Any additional terms and conditions]

If you agree to the terms outlined in this letter, please sign and return a copy by [Return Date].

Thank you for the opportunity to work together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Agreement Confirmation

I, [Client's Name], hereby agree to the terms and conditions stated above.

Signature: _____

Date: _____