

Exhibition Display Design Agreement

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

From: [Your Name]

[Your Company]

[Your Address]

Subject: Agreement on Exhibition Display Design

Dear [Client's Name],

This letter serves as a formal agreement between [Your Company] and [Client's Name] regarding the design and implementation of the exhibition display for [Event Name] scheduled on [Event Date].

Scope of Work

1. Design Concept Development
2. Material Selection
3. Installation and Dismantling
4. On-site Support

Timeline

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

Payment Terms

The total cost for the exhibition display design is [\$Amount]. A deposit of [\$Deposit Amount] is due upon signing this agreement.

Acceptance

Please sign below to indicate your acceptance of this agreement.

Sincerely,
[Your Name]

[Your Position]
[Your Company]

Client Signature: _____

Date: _____