

Service Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Subject: Event Coordination Service Agreement

Dear [Client Name],

This letter serves as a formal agreement between [Your Company Name], hereinafter referred to as the "Service Provider," and [Client Name], hereinafter referred to as the "Client," for the provision of event coordination services for [Event Name] scheduled on [Event Date].

1. Services Provided

The Service Provider agrees to provide the following services:

- Event planning and coordination
- Venue selection and management
- Vendor management
- Guest list management
- Day-of coordination

2. Compensation

The total fee for the services rendered will be [Insert Amount], payable in the following manner:

- Deposit: [Insert Amount] due upon signing this agreement
- Remaining balance: [Insert Amount] due [Insert Due Date]

3. Terms and Conditions

[Insert specific terms and conditions related to the agreement, including cancellation policy, liability, etc.]

4. Acceptance

If you agree to the terms outlined above, please sign and return a copy of this agreement by [Insert Return Date].

Thank you for choosing [Your Company Name]. We look forward to bringing your vision to life!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Client Acceptance:

Signature: _____

Date: _____