

Retainer Agreement

This will constitute an agreement between (client) and (agency/individual) for (graphic design/writing/public relations consulting/advertising) services for the period (date) to (date).

During this period, (agency/individual) agrees to devote up to (number) hours per month on assignments to be determined by (client). Work will normally be performed at the offices of (agency/individual) (client) but occasionally may take place at other locations, as required. Work priority and scheduling will be at the discretion of (client). Work will normally occur between the hours of 9 to 5 on weekdays.

Payment for these services will be to (agency/individual) at the rate of \$000 per month and will be made for the following month no later than the 30th day of each month that this agreement is in force. No invoice will be submitted.

Services in addition to (hours) per month will be made available by (agency/individual) at the rate of \$00 per hour and will be billed separately. Any expenses exclusive of normal overhead are not included in this agreement and will be invoiced separately. Examples of such expenses are: delivery services, long-distance telephone calls, travel beyond 25 miles from (agency/individual) (client) facilities, and meals when traveling. All invoices will be net 30.

All materials furnished by (client) will remain the property of (client) and will be returned upon request, or no more than 10 days from the termination of this agreement.

The results of any and all work performed by (agency/individual) for (client), including original creative work (with the exception of _____), will remain the property of the (client). (Client) may use this material in any way deemed appropriate.

This agreement may be terminated on 30 days' written notice by either (agency/individual) or (client). In case of termination, (agency/individual) shall make a reasonable attempt to finish work in progress.

(Insert more paragraphs here with other terms and conditions as may be appropriate.)

(Signed)
(Name)
(Title)
(Creative company)
(Date)

(Signed)
(Name)
(Title)
(Client company)
(Date)