

## Retainer Agreement

This Retainer Agreement ("Agreement") is made effective as of [Insert Start Date], by and between:

Client: [Client Name]

Address: [Client Address]

Email: [Client Email]

Service Provider: [Your Name / Business Name]

Address: [Your Address]

Email: [Your Email]

### 1. Scope of Services

- Up to 10 blog articles per month (600-800 words each)
- One monthly strategy call (up to 60 minutes)
- Weekly SEO performance report and recommendations
- Email support during business hours

Services will be provided remotely unless otherwise agreed.

### 2. Retainer Fee and Payment Terms

Monthly retainer fee of \$[Insert Amount], due on the [Insert Day] of each month, starting [Insert Start Date].

Payment via [Preferred Payment Method].

Late payments beyond 7 days incur a \$50 or 5% late fee.

### 3. Time Allocation

Covers up to [X] hours per month.

Overages billed at \$[Hourly Rate] per hour, with approval.

#### 4. Rollover and Unused Hours

Unused hours [do/do not] roll over.

If applicable, must be used within [Insert Timeframe].

#### 5. Term and Termination

Begins on [Start Date]; renews monthly unless canceled.

14/30 days notice required to terminate.

#### 6. Confidentiality

Both parties agree to confidentiality.

Clause survives termination.

#### 7. Intellectual Property Rights

Client owns deliverables upon payment.

Provider may showcase non-confidential work unless requested otherwise.

#### 8. Independent Contractor Relationship

No employer-employee relationship is created.

#### 9. Dispute Resolution

Disputes resolved via negotiation and mediation.

Governed by laws of [Insert Jurisdiction].

#### 10. Entire Agreement

This document is the complete agreement.

Signatures

Client:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Service Provider:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_