

# SERVICE CONTRACT

## Brightline Studio LLC

214 Market Street, Suite 5, Austin, TX 78701, USA  
hello@brightline.example · +1 (512) 555-0142  
Sample contract · dates in MM/DD/YYYY

Contract No.: CT-2026-015

Date: 10/20/2026

Effective date: 10/26/2026

### SERVICE PROVIDER

#### Brightline Studio LLC

Maya Torres, Managing Director  
Austin, TX, USA  
hello@brightline.example

### CLIENT

#### GreenLeaf Organics Inc.

Daniel Price, Head of Marketing  
77 Cedar Lane, Portland, OR 97205, USA  
daniel@greenleaf.example

This service contract sets out the website redesign Brightline Studio LLC will deliver for GreenLeaf Organics Inc. and the terms both parties agree to.

## 1. Scope of Services

Brightline Studio will redesign the GreenLeaf Organics marketing website: discovery workshop, UX wireframes and UI design for 8 pages, development on the client's CMS, QA, launch and one training session, as described in proposal PR-2026-009 dated 10/12/2026.

## 2. Deliverables and Acceptance

Deliverables are the approved designs, the live website and a 30-minute recorded training session. GreenLeaf Organics has 5 business days after each delivery to approve it or list the changes needed.

## 3. Fees and Payment Schedule

The total fee is USD 6,000.00, excluding any applicable sales tax, payable by milestone:

| Milestone                | Deliverable                       | Due date   | Amount   |
|--------------------------|-----------------------------------|------------|----------|
| 1. Signing (40%)         | Contract signed, discovery booked | 10/26/2026 | 2,400.00 |
| 2. Design approval (30%) | Final UI designs for 8 pages      | 11/23/2026 | 1,800.00 |
| 3. Launch (30%)          | Website live, training delivered  | 12/18/2026 | 1,800.00 |

**Total USD 6,000.00**

Invoices are due within 14 days. Late payments may incur interest of 1.5% per month, and Brightline Studio may pause work until overdue invoices are paid.

## 4. Revisions

Each design deliverable includes 2 rounds of revisions. Further revisions are billed at USD 95.00 per hour.

## 5. Client Responsibilities

GreenLeaf Organics will supply page copy, product photos and CMS access by 11/02/2026, and name one person to give consolidated feedback.

## 6. Intellectual Property

Ownership of the final deliverables passes to the Client once the Client has paid all fees due under this agreement. Until then, the Service Provider keeps ownership and grants the Client a licence to review the work.

The Service Provider keeps ownership of its pre-existing tools, code, templates and know-how, and grants the Client a non-exclusive licence to use any of them that are built into the deliverables.

## 7. Confidentiality

Each party will keep the other party's confidential information private and use it only to perform this agreement. This does not cover information that is public, already known to the receiving party, or required to be disclosed by law. This obligation continues for [2] years after this agreement ends.

## 8. Term and Termination

This agreement starts on the effective date and continues until the services are completed, unless ended earlier under this clause.

Either party may end this agreement with [14] days' written notice. Either party may end it immediately if the other party seriously breaches it and does not fix the breach within [7] days of written notice.

On termination, the Client pays for all work completed up to the termination date, plus any non-refundable costs already incurred.

## 9. Limitation of Liability

Neither party is liable for indirect or consequential losses, such as lost profits or lost data. Each party's total liability under this agreement is limited to the total fees paid or payable under it, except where the law does not allow liability to be limited.

## 10. General

Governing law: this agreement is governed by the laws of the State of Texas.

Entire agreement: this document, together with any attached scope of work or proposal, is the whole agreement between the parties. Any change must be in writing and signed by both parties.

Notices: notices must be sent in writing to the email addresses above.

## Signatures

By signing below, both parties agree to the terms of this agreement.

### FOR SERVICE PROVIDER

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

Title: \_\_\_\_\_

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

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

### FOR CLIENT

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

Title: \_\_\_\_\_

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

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