



## TERMS OF SERVICE AGREEMENT

The following Terms of Service (the "Agreement") is effective \_\_\_\_\_.

### BETWEEN:

Admin. Concepts, Inc., herein referred to as "Provider" a corporation organized and existing under the laws of Virginia, with office at 9404 Ashking Drive, Mechanicsville, Virginia 23116

and \_\_\_\_\_, herein referred to as "Company"  
located at: \_\_\_\_\_

WHEREAS, the Provider is in the business of development and management of social media web pages and content. This agreement is not a partnership, joint venture or employment agreement.

### 1. SERVICES PROVIDED:

The Provider will develop and implement a Facebook® "Business Fanpage" and Twitter® account and post no less than two new items per week, with a maximum of fourteen new items per week.

The Provider will provide an initial marketing materials packet to include a lobby sign and 500 customer cards.

Company will provide information necessary to perform services provided.

### 2. CALCULATION OF FEES AND OTHER CHARGES

The initiation and setup fee for Company is \$100.00.

The monthly fee for this service is \$79.99 per month for a period of twelve (12) months.

Replenishment of customer cards and additional lobby signs will be priced outside of the service agreement.

Advertising on Facebook® or other media offerings will be in addition to the monthly fee. There will be a \$50.00 credit for advertising for Company for use within the first year.

Provider will give login and password information to Company for record purposes. All content posted on social media web pages will be the property of Company. No information given to Provider will be shared with any third-party entity.

3. BILLING ARRANGEMENTS

The monthly fee will be charged on the first (1<sup>st</sup>) business day of the month for the services rendered in that month and sent by email to the email address provided by the Company. Paper copies can be mailed upon request.

The fee(s) can be direct billed to a credit card or invoiced five (5) business days prior to the 1<sup>st</sup> business day of the month. Bills are due before the 15<sup>th</sup> day of each month. Outstanding bills will be charged a 10% penalty for each thirty (30) days late.

4. NON-PAYMENT

If Company does not pay a bill sent by Provider as of due date, the Provider may stop services for Company on the first (1<sup>st</sup>) business day following the delinquent date.

5. TERMINATION BY COMPANY

Company may terminate this agreement by giving Provider written notice at any time and will be liable for all work fees incurred up to that time. If Company does not provide such a notice, it will be obliged to pay all fees for work performed or for other charges incurred.

6. TERMINATION BY PROVIDER

Provider may terminate this agreement for Company if:

- a. Company does not comply with this agreement;
- b. Provider forms the opinion that, on reasonable grounds, that mutual confidence and trust do not exist between both parties; or
- c. Provider believes on reasonable grounds that, by continuing to act for Company, it may harm the reputation or business interests for either party.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed on date indicated above.

Admin. Concepts, Inc.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_

\_\_\_\_\_

Printed Name and Title

Printed Name and Title