Service agreement B

1. Parties

This agreement is between Cedar Example Studio (the Client) and Tana Example Services (the Provider). Both parties are fictional.

2. Services

The Provider will edit and deliver a ten-page English staff handbook as a PDF by 31 December 2026. The price includes one round of corrections requested by the Client before that date.

3. Payment

The Client will pay a fixed fee of ETB 30,000. The Provider will issue one invoice on delivery of the handbook. Payment is due within fifteen calendar days after the Client receives the invoice.

4. Duration

The agreement begins on 1 December 2026 and ends on 31 December 2026, unless ended earlier under clause 5.

5. Termination

Either party may end the agreement by giving fourteen calendar days' written notice by email. On termination, the Client will pay ETB 3,000 for each completed page delivered, up to the fixed fee in clause 3.

6. Confidentiality

Each party will keep the other's non-public information confidential, use it only for this work, and share it only with staff assigned to the work. This duty continues for one year after the agreement ends.