Service agreement A

1. Parties

This agreement is between Blue Acacia 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 30 November 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 24,000. The Provider will issue one invoice on delivery of the handbook. The Client will pay the invoice promptly.

4. Duration

The agreement begins on 1 November 2026 and ends on 30 November 2026, unless ended earlier under clause 5.

5. Termination

Either party may end the agreement by giving seven calendar days' written notice by email. On termination, the Client will pay ETB 2,400 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.