

AGREEMENT

This agreement letter, is made between the parties listed below on this day, Date, Month, and Year. The purpose of this agreement is to outline the terms and conditions under which both parties will operate and collaborate.

Party A:

Party B:

Terms

DATE

This agreement is made and entered into on [Insert Date], between [Party A] and [Party B]. The commencement date of this agreement shall be [Insert Start Date], and the expected end date or review date is [Insert End/Review Date], unless extended or terminated earlier in accordance with this agreement.

JOB DESCRIPTION

Party B agrees to perform the following duties and responsibilities as part of their role:
[Insert detailed description of the job, tasks, and duties].

Party B is expected to fulfil these duties to a high standard and comply with all reasonable instructions and deadlines set by Party A.

PAYMENT TERMS

Party B will be paid at a rate of [Insert Rate] per [hour/week/month], subject to the completion of tasks as agreed. Payment will be made via [Insert Payment Method] within [Insert Number] days of invoice or payroll processing, provided that all work has been completed to a satisfactory standard.

Any expenses incurred as part of the work (e.g. travel, materials) must be pre-approved by Party A and will be reimbursed within [Insert Number] days upon receipt of valid invoices or receipts.

RIGHTS

Party B agrees that all work produced under this agreement, including but not limited to written materials, designs, inventions, or other outputs, are the intellectual property of Party A. Party B assigns all rights, title, and interest in such work to Party A upon creation or delivery.

Party B also agrees that Party A may use, publish, or distribute any such work, as well as Party B's image or likeness (if relevant), in any form or medium, without further permission or compensation, for business or promotional purposes.

Party B retains no rights to the work after it has been delivered to and paid for by Party A.

Party A:

Party B:

Signature:

Signature:

Date:

Date: