SOCIAL MEDIA MANAGEMENT · SERVICES AGREEMENT

Social Media Management Agreement

Short-Form Services Contract

AGREEMENT NO.	EFFECTIVE DATE	PLATFORMS
[SMM-0000]	[MM/DD/YYYY]	[INSTAGRAM, LINKEDIN, ...]

THE PARTIES

This Social Media Management Agreement is made on **[DATE]** between **[MANAGER / AGENCY NAME]**, of **[ADDRESS]** (the "Manager"), and **[CLIENT BUSINESS NAME]**, of **[ADDRESS]** (the "Client").

MANAGER / AGENCY	CLIENT
LEGAL NAME [MANAGER / AGENCY NAME]	LEGAL NAME [CLIENT BUSINESS NAME]
ADDRESS [STREET, CITY, STATE ZIP]	ADDRESS [STREET, CITY, STATE ZIP]
PHONE [PHONE]	CONTACT PERSON [CONTACT NAME]
EMAIL [EMAIL]	PHONE [PHONE]
	EMAIL [EMAIL]

TERMS OF AGREEMENT

1. **Services.** The Manager will manage the Client's **[PLATFORMS AND HANDLES]**, including content planning, creation, scheduling and community management as described below.
2. **Monthly Deliverables.** Each month the Manager will provide **[NUMBER]** feed posts, **[NUMBER]** stories and **[NUMBER]** short videos per platform, and respond to comments and messages within **[TIMEFRAME]** on business days.
3. **Approvals.** The Manager will share a content calendar by the **[DAY]** of each month. The Client will approve or request changes within **[NUMBER]** business days; unanswered content may be published as scheduled.
4. **Term.** This Agreement starts on **[START DATE]** and continues month to month **[for a minimum of NUMBER months]**, until terminated under Clause 9.
5. **Fees.** The Client will pay a monthly retainer of **[AMOUNT]**, invoiced on the **[DAY]** of each month and payable within **[NUMBER]** days. Extra work is billed at **[RATE]** per hour.
6. **Advertising.** Any paid advertising budget is paid by the Client directly to the platform and is separate from the Manager's fee. Budgets require the Client's written approval.
7. **Account Access.** The Client will grant role-based access to its accounts. The Manager will use secure practices, will not change account ownership, and will relinquish access at the end of this Agreement.
8. **Ownership.** On payment, the Client owns content created and published for its accounts. The Manager retains its templates, processes and pre-existing materials.

9. **Termination.** Either party may end this Agreement with **[NUMBER]** days' written notice. Fees are payable for services provided up to the termination date.

10. **No Guarantee and General.** The Manager does not guarantee specific follower, engagement or sales results. This Agreement is governed by the laws of **[STATE/COUNTRY]**.

SIGNATURES

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates written below.

MANAGER / AGENCY	CLIENT
Signature	*Signature*
Printed Name: [FULL NAME]	**Printed Name:** [FULL NAME]
Title / Capacity: [TITLE]	**Title / Capacity:** [TITLE]
Date: [MM/DD/YYYY]	**Date:** [MM/DD/YYYY]