

# MONTHLY RETAINER SERVICE AGREEMENT

This Monthly Retainer Service Agreement (the "Agreement") is entered into and made effective as of , by and between the following parties:

## 1. THE PARTIES

### Service Provider:

Company/Individual Name:

Street Address:

Email Address:

### Client:

Company/Individual Name:

Street Address:

Email Address:

## 2. SERVICES TO BE PERFORMED

The Service Provider agrees to perform the following professional services for the Client:

## 3. RETAINER FEE AND PAYMENT TERMS

The Client agrees to pay the Service Provider a recurring monthly retainer fee of \$ .

This monthly retainer covers up to  hours of work per month.

Any additional hours beyond the retainer limit shall be billed at an hourly rate of \$  per hour and must be pre-approved by the Client.

Payments shall be made on the  day of each calendar month.

## 4. TERM AND TERMINATION

This Agreement shall begin on the Effective Date and shall continue on a month-to-month basis until terminated.

Either party may terminate this Agreement at any time, with or without cause, by providing  days written notice to the other party.

## 5. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of .

## 6. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Monthly Retainer Service Agreement as of the date first written above.

### Service Provider:

Signature: \_\_\_\_\_

Printed Name:

Title:

Date:

**Client:**

Signature: \_\_\_\_\_

Printed Name:

Title:

Date: