

MONTHLY RETAINER AGREEMENT

(For Ongoing Services)

This Monthly Retainer Agreement is entered into on **[START DATE]** between:

Service Provider:

Name: [YOUR FULL NAME]

Email: [YOUR EMAIL]

Address: [YOUR ADDRESS]

Client:

Name: [CLIENT NAME]

Email: [CLIENT EMAIL]

Address: [CLIENT ADDRESS]

1. Scope of Monthly Services

The Service Provider will provide the following services each month:

[DESCRIBE MONTHLY DELIVERABLES - e.g., "10 social media posts, 2 blog articles, weekly analytics reports"]

Hours Included: [NUMBER] hours per month

Additional Hours: Work beyond [NUMBER] hours will be billed at [CURRENCY] [HOURLY RATE]/hour with prior approval.

2. Monthly Retainer Fee

Monthly Fee: [CURRENCY] [AMOUNT] per month

Billing Date: Invoices are sent on the [1st / 15th] of each month.

Payment Due: Within [NUMBER] days of invoice date.

Payment Method: [Auto-debit / PayPal / Bank Transfer / Other]

3. Agreement Term & Renewal

Initial Term: [NUMBER] months, beginning [START DATE]

Renewal: This Agreement automatically renews monthly unless either party provides [NUMBER] days written notice to terminate.

4. Communication & Availability

Response Time: Service Provider will respond to Client requests within [NUMBER] business hours during [TIME ZONE] business hours.

Meeting Schedule: [Weekly / Bi-weekly / Monthly] check-in meetings of [DURATION] minutes.

5. Intellectual Property

All work produced during the retainer period belongs to the Client upon payment of that month's retainer fee. Service Provider may display work in portfolio unless confidentiality prohibits this.

6. Unused Hours Policy

Unused hours [do not roll over / roll over for one month only] to the following month. After [NUMBER] month(s), unused hours expire.

7. Rate Adjustments

Service Provider may adjust the monthly retainer fee with [NUMBER] days notice. Client may accept the new rate or terminate the Agreement.

8. Termination

Either party may terminate this Agreement with [NUMBER] days written notice.

Upon Termination:

- Client pays for services rendered up to termination date
- Service Provider delivers all completed work
- No refunds for partial months

9. Late Payment

If payment is [NUMBER] days late, Service Provider may pause work until payment is received. A late fee of [PERCENTAGE]% per month applies to overdue amounts.

10. Confidentiality

Both parties agree to keep confidential all proprietary information shared during this engagement.

11. Agreement

Both parties agree to these terms by signing below or via digital signature.

Service Provider:

Signature: _____ Date: _____

Name: [YOUR NAME]

Client:

Signature: _____ Date: _____

Name: [CLIENT NAME]

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