Letter of Agreement for Public Relations Services

This letter describes terms under which La Vie Boheme Public Relations and Event Coordination (Consultant) will provide public relations services to (Client), and will serve as the contract between the two parties.

Purpose
The purpose of this agreement is to provide Client and its Board of Directors and staff with professional expertise that will enable Client to communicate effectively with the public through news and other media forums.

Services
Consultant will provide to Client public relations counsel and services as an independent contractor and not as an employee or agent of the Client; specifically as follows:

Meeting and Counsel
Consultant will be available and will make reasonable efforts to attend all Client business functions related to the purpose of this agreement and to be available in person, by telephone and email during normal business hours. Consultant will provide advice and counsel as required. Counsel may include recommendations to responsible Client staff and representatives as to channels and methods of communication.

Writing
Consultant will write press releases and other communications for public distribution, as directed. Planning, research, strategic goal setting, branding maintenance, draft and revision are included.

Distribution
Media distribution lists, whether by mail or electronic means, and research required to establish and maintain effective distribution.

Media Contact
Consultant to establish and maintain effective contact with media representatives.

Ordinary Expenses
Typical and ordinary expenses, such as local travel and normal office expenses are included.

Services Not Covered
Payment to vendors, subcontractors and outside services necessary to but tangential to discharge of this agreement between Consultant and Client are not covered by this agreement.

Fees and Billing
Client will be retained for public relations and event coordination consulting services, as above, by a varied fee that is negotiated after consultation and upon contract. Payment shall commence upon agreement; subsequent PAYMENTS shall be made in the case that the previously agreed budget has exceeded the limit.
Terms
This agreement is effective as of (Date of agreement). This agreement may be terminated without cause by either party upon 30-day written notice. If this agreement is terminated prior to the end of that period, Client agrees to pay all obligations then due and payable made by Consultant on Client's behalf. No rights or liabilities shall arise with relationship to unfinished work, regardless of any plans that may have been made for future services.

The agreement will be governed by the laws of the State of Georgia. Any litigation between the two parties related to this agreement shall be exclusively determined by the county or state courts with jurisdiction in Douglasville, Georgia, and La Vie Boheme Public Relations and Events Coordination irrevocably consents to the jurisdiction of such courts. The prevailing party in any such litigation shall be entitled to an award of reasonable attorney's fees and costs.

This agreement succeeds any agreements, either oral or written, between the parties beginning on the date of agreement, and contains all the covenants and agreements between the parties on the same date. Any modification of this agreement will be effective only if it is in writing by the parties to be charged. This agreement is executed in Douglasville, Georgia, on the aforementioned day and year stated above.

Confidentiality
La Vie Boheme Public Relations and Event Coordination agrees not to disseminate or use for its own purpose, either during or after the termination of the contract, any confidential information imparted by Client. La Vie Boheme Public Relations and Event Coordination agrees to utilize reasonable controls to restrict dissemination of such information. La Vie Boheme Public Relations and Event Coordination understands that all information Client provides shall be considered sensitive and confidential unless expressly declared otherwise.

By:

X

Hilary Sigler
Owner
La Vie Boheme Public Relations and Event Coordination

Date:

X

Client Name
Client Business/Event

Date: