

Ctarmedia - Project Agreement Form

This Project Agreement ("Agreement") is entered into on May 15, 2025 by and between:

Company: Ctarmedia

Business Address: Remote (Global Reach)

Email: contact@ctarmedia.com

Phone: +44 7949 370275

And the Client ("Client") whose details are specified below:

Client Name: _____

Client Email: _____

Client Phone: _____

Project Overview:

This agreement outlines the scope, terms, and responsibilities related to the digital service(s) provided by Ctarmedia, which may include (but are not limited to): website development, branding, graphic design, content creation, marketing strategy, or consulting services.

Scope of Work:

Ctarmedia agrees to deliver the service(s) as per the discussion and confirmed proposal. A detailed outline of deliverables, timelines, and any additional notes will be shared via email or written confirmation before work begins.

Payment Terms:

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- Total Project Fee: £_____ (incl. VAT if applicable)
- Deposit Required: 50% upfront to initiate the project.
- Remaining Balance: Due upon delivery or agreed milestone.
- Payment Methods: Bank Transfer, PayPal, or other agreed methods.

Timeline:

- Project Start Date: _____
- Estimated Completion: _____
- Any delays caused by the Client (e.g. missing content, feedback delays) may result in rescheduling.

Client Responsibilities:

- Provide all necessary materials and information on time.
- Approve deliverables within 3 business days of receipt unless otherwise agreed.
- Communicate clearly and respectfully throughout the project duration.

Ownership & Rights:

Upon full payment, all final deliverables will be transferred to the Client. Ctarmedia retains the right to showcase the project in its portfolio or marketing materials unless otherwise requested in writing.

Confidentiality:

Both parties agree to keep sensitive information confidential unless required by law or with mutual consent.

Termination:

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Either party may terminate this agreement with written notice. In such cases, the Client will be invoiced for any work completed up to the date of termination.

Acceptance:

By signing this agreement, both parties confirm their understanding and acceptance of the terms outlined above.

Client Signature: _____ Date: _____

Ctarmedia Representative: _____ Date: _____