

## Scope of Work: Social Page Setup

This Scope of Work ("**SOW**") dated {{order\_date}} ("**SOW Effective Date**") is entered into by and between {{billing\_company}} ("**Client**"), and MARC Strategies, Inc., d.b.a. Fly Pages, a Missouri corporation (the "**Agency**") and is entered into under the Master Services Agreement dated {{order\_date}} (the "**Agreement**") between Agency and Client as Exhibit A thereto. Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Agreement.

Client agrees that they are hiring Agency for the following SOW for each designated Profile/Page Agency sets-up on behalf of Client:

- Client is retaining agency to set up their designated social media page(s) on their behalf.
  - Applicable platforms include Facebook, LinkedIn, Twitter, Instagram, Pinterest, YouTube, Google+, Google MyBusiness, and/or Yelp.
- If Client's page/account set-up already exists, Client must provide admin or editor access to designated platforms to initiate work.
  - If Agency sets-up accounts on behalf of Client, Agency will provide all relevant username and log-in information to Client. Client may change log-in information at any time upon completion of the project.
- Agency will work with a member of Client's team to collect all relevant and necessary information for set-up including, but not limited to:
  - All applicable business information such as contact information, website, hours, products or services, pricing, client provided photos, logos, etc.
- Agency will provide two concepts for platform cover photo and profile pic when applicable.
  - Client will choose 1 photo and receive up to 2 rounds of aggregate revisions to the chosen graphic.
  - Additional client requested revisions outside of contracted scope will be billed at \$75 / hour with written Client approval.
  
- Client will approve all page information, graphics, etc. in advance of publishing the page. Client agrees that unapproved pages will not be published to their designated platform(s) until Agency receives final approval.
  - Client will not be issued a credit for unapproved pages.
  - Agency agrees it will make all reasonable efforts to work with Client to get approvals.
- This SOW will not exceed 4.5 hours of Agency time per contracted page set-up.

### EXCEPTIONS:

Additional revisions above and beyond the first round of revisions, additional page set-up or updates outside of contracted scope are not included in this package. Agency may provide additional support for noted exceptions as an add-on to this package with written approval by Client at an hourly rate of \$75/hour when needed. With this add-on, time is billed monthly in 15-minute increments and billed only for time incurred.

X \_\_\_\_\_

X *Michelle Eisenhart*

Signed By Michelle Eisenhart



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Signed On: January 11, 2019



# Signature Certificate

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## Audit

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