**BUSINESS DEAL LETTER**

Dear Eva,

After our meeting on Thursday, I drew up this business agreement to get the details of our discussion in writing. If the terms are acceptable to you, please sign the contract and we can move forward with this mutually beneficial arrangement.

For an exchange of services:

Push Printing will provide a 40% discount on all materials and printing done at our store by Viral Season Designs whether for internal, commercial, or client use. Push Printing will provide Viral Season Designs with a monthly bill for all materials purchased on the 30th of each month.

Viral Season Designs will provide Push Printing with occasional design work, free of charge, for marketing materials. These materials will include a revision of Push Printing’s current logo and mailer material. The turn-around time for design materials is not to exceed six weeks unless otherwise decided upon. Push Printing promises to be respectful of design time and other clients that Viral Season Designs might have.

This agreement is an exchange of services from the date of this letter until a mutual agreement to terminate the contract has been signed. No fees or extra payments will be demanded or expected for the scope of this agreement.

Both businesses promise to refer clients whenever possible to each other’s services.

Hopefully these terms are acceptable to you; I look forward to a long-standing partnership between our companies.

Adam Smith, Owner

Push Printing