**Retainer Agreement Template**

Signing this agreement means that, [CLIENT NAME] (“Client”) has given [SERVICE PROVIDER NAME] (“Service Provider”) to carry on with graphic design projects for the period of [START DATE] to [END DATE], and have agreed to the terms in this Agreement.

During this time, Service Provider has agreed to commit [MONTHLY HOURS] hours every month on task that will be determined by Client. The job will be carried out at the Service Provider’s office, but sometimes the job may be done at other locations, if needed. Scheduling of work is going to be at Client’s discretion. Jobs are normally attended to during weekdays from 9 to 5pm.

When paying for these services, it will be made directly to the Service Provider at the price of $[MONTHLY FEE] every month and the payment should be made for the following month before the 30th of each month that this agreement still holds. We are not submitting any invoice.

Design services with hours per month is going to be made available by Service Provider at the price of $[HOURLY DESIGN COST] per hour and is going to be billed separately. There will be a separate billing for consulting services at the rate of $[HOURLY CONSULTING COST] per hour. Other expenses apart from normal overhead are not added in this agreement and payment for them will be done separately. Some of these overhead expenses includes: long-distance telephone calls, delivery services, travel more than 50 miles from Service Provider facilities, and feeding when traveling. All invoices is going to be net 30.

Design Services’ Description:  
[DESIGN SERVICES DESCRIPTION]  
Consulting Services’ Description:  
[CONSULTING SERVICES DESCRIPTION]

Every material that is furnished by Client is going to remain the Client’s property and will be sent back to clients when requested or not later than 10 days of when this agreement will be terminated.  
The outcome of any and all job carried out by Service Provider for Client, such as original creative work (apart from [CLIENT OWNERSHIP EXCEPTION]), is going to remain the Client’s property. Client can make use of this material anyhow they like.

This agreement can be terminated on 30 days’ with a written notice either by Service Provider or Client. If terminationis needed, Service Provider shall try to finish all work in progress.  
[CREATIVE COMPANY NAME]  
(Creative company)  
[CLIENT COMPANY NAME]  
(Client company)