

Social Media Management Contract Agreement

This Agreement is made on : _____

Between

Client Name _____

Popmedia.in

Address _____

Address Kolkata, West bengal

Business Name _____

PIN - 743330

Number _____

Phone - [+91 9123691107](tel:+919123691107)

Email _____

Email - contact@popmedia.in

Platforms We Covered

The Service Provider agrees to offer Social Media Management services for the following platforms.



Facebook | Instagram | YouTube

Facebook & Instagram

- 3-4 Posts/Month
- Captions, Graphics & Concepts
- Post Scheduling & Follower Engagement
- Strategic Action Plan
- Hashtag Research
- Caption writing + hashtag strategy
- Daily page monitoring

Youtube

- YouTube 3 to 4 Videos/Month
- Reels (UpTo 4)
- SEO Titles & Descriptions
- Custom Thumbnails
- Publishing & Engagement

Ad Campaigns

- 1-2 Targeted Campaigns/Month
- Setup, Monitoring & Optimization
- Extra Campaigns: 20% Service Fee on Ad Spend

Client Responsibilities

The client agrees to

- Provide brand logos, photos, and content references
- Approve the content creatives within 24 hours
- Grant Admin/Editor access to necessary platforms

Revisions

- Includes 2 revisions per post/reel/video
- Additional revisions will be charged at ₹500 per edit

Ownership & Usage Rights

- All creatives remain the property of Pop Media until full payment is made
- Once paid, the Client receives full rights to the designs and captions
- Pop Media may showcase the work in its portfolio unless requested otherwise

Confidentiality

The Service Provider acknowledges that all information related to the Client's business and social media accounts is confidential and agrees not to disclose such information to any third party.

Fees & Payment Terms

- **Service Fee: ₹12,500** per month
- **Payment Terms:** Payable in advance by the 1st date of each month.

- **Payment Method:** UPI / Bank Transfer / Other
- **Late Fee:** ₹500 after every 5 days of due date

The Client will pay the Service Provider a monthly fee of ₹12,500 for the social media management package. The fee is due on the first day of each month.

Termination

- Either party may terminate this agreement with [15] days written notice
- No refund will be provided for the current month after content work has started
- Any pending dues must be cleared before termination

Limitation of Liability

- Pop Media is not liable for follower growth, reach or engagement fluctuations
- Pop Media is not responsible for platform outages or algorithm changes

Dispute Resolution

- Any disputes shall be resolved through discussion.

Amendments

This Agreement may only be amended in writing signed by both the Client and the Service Provider. IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written

Signed Date on:

For Client

Signature _____

Name _____

Date _____

For Pop Media

Signature _____

Name _____

Date _____