

# BUSINESS AGREEMENT LETTER

June 7, 2025

**From:** Test  
Managing Director  
Hanover and Tyke  
123 Anywhere St., Any City,  
ST 12345

**To:**   
Operations Manager  
Studio Shodwe  
123 Anywhere St., Any City,  
ST 12345

**Subject: Business Collaboration Agreement**

Dear Sir or Madam,  
We are pleased to confirm our agreement to collaborate on upcoming design and printing projects under the following terms:

- 1.Scope of Collaboration
- 2.Creative Design Solutions will provide original design services, while Visionary Print Hub will handle high-quality printing and delivery of the final products.
- 3.Duration
- 4.This agreement is valid for a period of twelve months starting from June 10, 2025, and may be renewed upon mutual agreement.
- 5.Payment Terms
- 6.All payments will be made within 15 business days after the receipt of an official invoice. A 30% advance will be paid before the commencement of each project.
- 7.Confidentiality
- 8.Both parties agree to maintain the confidentiality of shared information and not to disclose any client-related details without written consent.
- 9.Termination
- 10.Either party may terminate this agreement with a 30-day written notice, provided that all ongoing projects are finalized or appropriately handed over.

We believe this collaboration will be mutually beneficial and look forward to a productive partnership. Please sign below to confirm your agreement.

**Sincerely,**

**Acknowledged and Agreed:**

**Brigitte Schwartz**  
Managing Director  
Hanover and Tyke

**Korina Villanueva**  
Operations Manager  
Studio Shodwe

# Signature Certificate

Final Audit Report

2026-01-06

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- (5) **Agreement Completed.**  
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