

BUSINESS AGREEMENT LETTER

June 7, 2025

From:

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