

BUSINESS AGREEMENT LETTER

June 7, 2025

From: est
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