

# ROCKSBEE MARKETING & DESIGNS RETAINER SERVICES FOR PHARMATEK

## BENEFITS

- Leverage all agency services right away
- You instantly have a virtual in-house Content, Design and Web Department (at no per project or activity cost)
- Get well planned and prioritized service
- Discounted pricing

## OBJECTIVE

To establish Pharmatek Solutions as a thought-leader in Pharma & Life Sciences Tech industry through content marketing, social media and website

## WHAT IS INCLUDED?

**One time:** New Website setup and design

### Ongoing:

- Content Marketing (Blog/Article/Use Case) including publishing on blog/website
- Social Media Management - LinkedIn
- Website hosting
- Website support, maintenance and updates
- Email Marketing / Communications
- Monthly email newsletter using blog articles, industry news and company updates
- Content Calendar and Marketing Board to track progress and reports
- Assistance in marketing and branding strategies for your company

### Standby support as per need basis on:

- Presentation support
- Proof reading
- Brochure or infographic design for company and/or events

## PACKAGE

**\$700 per month which includes 20 hours of all agency services**

- Any unused hours will be rolled over to the next month as long as it is still within the time
- Payment to be done in advance
- Once your contract runs out, your remaining roll-over hours will be handled as follows:
  1. Sign new contract before expiration or within 30 days of expiration of previous contract, then 100% of rollover hours remain valid
  2. No new contract signed; all rollover hours are forfeited

# RETAINER AGREEMENT

By signing this agreement, \_\_\_\_\_ ("Client") has retained Rocksbee Marketing & Designs LLC (Service Provider) to proceed with Digital Marketing services beginning \_\_\_\_\_ on a month-to-month basis, and agrees to the terms and conditions as set forth in this Agreement.

During this period, Service Provider agrees to devote up to **20** hours per month on assignments to be determined by client. Work priority and scheduling will be at the discretion of Service Provider. Work will normally occur between the hours of 10am to 6pm on weekdays.

Payment of these services will be to Service Provider at the rate of \$ **700** per month and will be made for the following month no later than the 30th day of each month that this agreement is in force. No invoice will be submitted.

Service Provider agrees to provide below services to the client:

**One time:** New Website setup and design

**Ongoing:**

- Content Marketing (Blog/Article/Use Case/Press Release)
- Social Media Management - LinkedIn
- Website hosting, Website support, maintenance and updates
- Email Marketing / Communications; Monthly email newsletter using blog articles, industry news and company updates
- Content Calendar and Marketing Board to track progress and reports
- Assistance in marketing and branding strategies for your company

**Standby support as per need basis on:**

- Presentation support
- Proof reading
- Brochure or infographic design for company and/or events

Any expenses exclusive of normal overhead are not included in this agreement and will be billed separately. Examples of such expenses are: delivery services, travel, and meals when traveling. All invoices will be net 30.

All materials furnished by Client will remain the property of Client and will be returned upon request, or no more than 10 days from the termination of this agreement.

The results of any and all work performed by Service Provider for Client, will remain property of Client. Client may use this material in any way deemed appropriate.

This agreement may be cancelled, modified or rescheduled with 30 days' written notice by either Service Provider or Client. In case of cancellation, Service Provider will still attempt to finish work in progress.

Authorized Signature:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature:

Name: Parul Gupta \_\_\_\_\_

Title: Director – Operations \_\_\_\_\_

Date: / /2020