

## SERVICES AGREEMENT

---

This Services Agreement (this "Agreement") is entered into as of the \_\_\_\_\_, by Astrolink Media LLC, located at 1005 Scott Town Center, #1029, Bloomsburg, PA 17815 ("Service Provider") and \_\_\_\_\_, located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ ("Buyer"). Each Service Provider and Buyer may be referred to in this Agreement individually as a "Party" and collectively as the "Parties."

**1. Services.** Service Provider agrees to provide and Buyer agrees to purchase the following services: ASTROLINK MEDIA DIGITAL PRESENCE CLEANUP SERVICE AGREEMENT This Digital Presence Cleanup Service Agreement ('Agreement') is entered into between Astrolink Media LLC ('Astrolink Media') and the Client identified on the accompanying intake form. 1. SERVICES Astrolink Media agrees to provide the Digital Presence Cleanup service selected by the Client. Services may include: • Review of Google Business Profile • Assistance with claiming a Google Business Profile, if needed • Verification of business information • Review of business descriptions, photos, menus, services, and publicly available information • Identification of inaccurate, outdated, missing, or inconsistent information • Recommendations for improving online presence • Additional platform audits requested by the Client Services are limited to the items specifically selected by the Client and agreed upon by Astrolink Media. 2. Client Deliverables • Before-and-after screenshots of the Google Business Profile • Summary of updates completed to Google Business Profile • Audit findings report for selected additional platforms (if any) • List of missing, outdated, inaccurate, or incomplete information identified during audit (if any) • Recommended next steps to improve online visibility and consistency across platforms..

**2. Purchase Price.** Buyer will pay to Service Provider and for all obligations specified in this Agreement, if any, as the full and complete purchase price, the sum of \$75.00.

Unless otherwise stated, Service Provider shall be responsible for all taxes in connection with the purchase of Services in this Agreement.

**3. Payment.** Payment for the Services will be by credit or debit card, according to the following schedule:

A. \$75.00 upon the execution of this Agreement.

**4. Security Interest.** Buyer hereby grants to Service Provider a security interest in any final products resulting from said services, until Buyer has paid Service Provider in full. Buyer shall sign and deliver any document needed to perfect the security interest that Service Provider reasonably requests.

**5. Force Majeure.** Service Provider shall not be responsible for any claims or damages resulting from any delays in performance or for non-performance due to unforeseen circumstances or causes beyond Service Provider's reasonable control.

**6. Limitation of Liability.** Service Provider will not be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) and irrespective of whether Service Provider has been advised of the possibility of any such damage. In no event will Service Provider's liability exceed the price paid by Buyer for the Services giving rise to the claim or cause of action.

**7. Assignment.** Buyer may not assign any of its rights under this Agreement or delegate any performance under this Agreement, except with the prior written consent of Service Provider. Any purported assignment of rights or delegation of performance in violation of this section is void.

**8. Amendments.** No amendment to this Agreement will be effective unless it is in writing and signed by both Parties.

**9. Governing Law.** The terms of this Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, not including its conflicts of law provisions.

**10. Disputes.** Any dispute arising from this Agreement shall be resolved through mediation. If the dispute cannot be resolved through mediation, then the dispute will be resolved through binding arbitration conducted in accordance with the rules of the American Arbitration Association.

**11. Entire Agreement.** This Agreement contains the entire understanding between the Parties and supersedes and cancels all prior agreements of the Parties, whether oral or written, with respect to such subject matter.

**12. Notices.** Any notice or other communication given or made to any Party under this Agreement shall be in writing and delivered by hand, sent by overnight courier service or sent by certified or registered mail, return receipt requested, to the address stated above or to another address as that Party may subsequently designate by notice and shall be deemed given on the date of delivery.

**13. Waiver.** No Party shall be deemed to have waived any provision of this Agreement or the exercise of any rights held under this Agreement unless such waiver is made expressly and in writing. Waiver by any Party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any other subsequent breach or violation.

**14. Miscellaneous.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, successors and assigns. The provisions of this Agreement are severable. If any provision is held to be invalid or unenforceable, it shall not affect the validity or enforceability of any other provision. The section headings herein are for reference purposes only and shall not otherwise affect the meaning, construction or interpretation of any provision of this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together, shall constitute one and the same document.

**15. Other.** ASTROLINK MEDIA DIGITAL PRESENCE CLEANUP SERVICE AGREEMENT This Digital Presence Cleanup Service Agreement ('Agreement') is entered into between Astrolink Media LLC ('Astrolink Media') and the Client identified on the accompanying intake form. 1. SERVICES Astrolink Media agrees to

provide the Digital Presence Cleanup service selected by the Client. Services may include: • Review of Google Business Profile • Assistance with claiming a Google Business Profile, if needed • Verification of business information • Review of business descriptions, photos, menus, services, and publicly available information • Identification of inaccurate, outdated, missing, or inconsistent information • Recommendations for improving online presence • Additional platform audits requested by the Client Services are limited to the items specifically selected by the Client and agreed upon by Astrolink Media. 2.Client Deliverables • Before-and-after screenshots of the Google Business Profile • Summary of updates completed to Google Business Profile • Audit findings report for selected additional platforms (if any) • List of missing, outdated, inaccurate, or incomplete information identified during audit (if any) • Recommended next steps to improve online visibility and consistency across platforms. 3.CLIENT RESPONSIBILITIES The Client agrees to provide accurate information and any necessary access, permissions, verification codes, business details, photos, menus, service descriptions, or other materials reasonably required to complete the requested services. Delays in providing requested information may delay completion of the service. 4.PLATFORM VERIFICATION AND APPROVALS The Client understands that certain platforms, including Google Business Profile, may require verification, approval, review, or additional actions that are outside the control of Astrolink Media. Astrolink Media does not guarantee approval, verification, ownership transfer, profile recovery, or processing timelines by any third-party platform. 5. NO GUARANTEE OF RESULTS The Client acknowledges that Astrolink Media does not guarantee: • Search rankings • Search placement • Increased traffic • Increased sales • Increased customer engagement • Increased reviews • Platform approval decisions Astrolink Media agrees only to perform the services described in this Agreement. 6.FEES AND PAYMENT The Client agrees to pay all agreed-upon fees before work begins unless otherwise agreed in writing. Digital Presence Cleanup services are generally provided as a one-time service. Additional requested work outside the original scope may require additional fees. 7.REFUNDS Because Digital Presence Cleanup involves professional services and time spent reviewing, researching, and updating business information, refunds may not be available once work has begun. Any refund requests will be reviewed in accordance with Astrolink Media's Refund Policy. 8.LIMITATION OF LIABILITY Astrolink Media shall not be liable for: • Platform outages • Third-party platform decisions • Verification delays • Lost business opportunities • Loss of profits • Indirect or consequential damages Astrolink Media's maximum liability under this Agreement shall not exceed the amount paid by the Client for the specific service provided. Additional platform audits do not include updating, creating, managing, posting to, advertising on, or maintaining those platforms unless separately agreed upon in writing. 9.ENTIRE AGREEMENT This Agreement, together with the intake form and any written communications between the parties, constitutes the entire agreement regarding the Digital Presence Cleanup service.

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

**IN WITNESS WHEREOF**, the Parties have executed this agreement as of the date first written above.

---

---

**Buyer** Signature

---

**Buyer** Full Name

---

**Service Provider** Signature

---

Astrolink Media LLC  
**Service Provider** Full Name