

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 for the specific projects described below:

Project Description	Cost
Social Media Marketing Package "Galaxy"	\$150/month

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 \$150.00.

Unless otherwise stated, Client 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 and other digital payments are acceptable. , according to the following schedule:

A. \$150.00 monthly, on the 15th of each month., until the purchase price has been paid in full.

4. **Right of Inspection.** Buyer shall be allowed to examine the final products once received and shall do so within three (3) days after the receipt of the final products. In the event that Buyer discovers any problems, shortcomings, errors, or other nonconformance of the services, Buyer shall notify Service Provider within three (3) days after completion of the services or discovery of the problems, whichever is sooner. Failure to notify Service Provider by such date shall constitute an acceptance of Services. In the event the services do not meet the standards of this contract, Buyer may at its option:

- Request one revision

The above shall be the sole remedies of Buyer and only obligations of Service Provider with respect to any Services.

5. **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.

6. 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.

7. 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.

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 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. 1. Introduction and Agreement Overview This Client Service Agreement ("Agreement") is entered into between Astrolink Media LLC ("Agency") and the undersigned client ("Client"). The purpose of this Agreement is to outline the scope, responsibilities, and terms under which Astrolink Media will

provide social media marketing and related services. Both parties agree to maintain clear communication and mutual respect throughout the working relationship. 2. Definitions For the purposes of this Agreement, the following definitions apply: “Services” refers to all social media marketing, content creation, analytics, and related promotional tasks. “Deliverables” refers to any digital or creative output produced by Astrolink Media. “Effective Date” refers to the date this Agreement is signed. “Client” refers to the individual or business entity receiving services from Astrolink Media LLC. 3. Scope of Services Astrolink Media agrees to provide the Client with social media marketing, analytics, and content creation services as outlined in the Client’s selected plan (Orbit, Galaxy, or Universe). These services may evolve to reflect changes in marketing trends or platform algorithms. Any additional services requested by the Client will require written approval and may incur additional charges. 4. Authorization and Access The Client authorizes Astrolink Media to access and manage necessary social media, website, and analytics accounts to carry out the Services. The Client agrees to provide all credentials, brand materials, and relevant business information within seven (7) days of signing this Agreement. Astrolink Media will use these accesses strictly for purposes outlined herein. 5. License to Use Business Name and Materials The Client grants Astrolink Media a non-exclusive, revocable license to use their business name, logo, likeness, and approved materials for advertising and promotional purposes, including social media content and portfolio display. The Client may revoke this license at any time with written notice. All proprietary rights to the Client’s materials remain solely with the Client. 6. Ownership of Content All content created by Astrolink Media becomes the property of the Client upon full payment for the relevant billing period. Astrolink Media retains the right to reference nonconfidential works as portfolio examples.

Raw files and working drafts remain the property of the Agency for quality and record purposes. 7.

Payment Terms Payments are billed on a monthly subscription basis according to the Client’s chosen plan. Payments are due on the first day of each billing cycle. Late payments exceeding ten (10) days may result in service suspension. Clients may cancel at any time with written notice, but canceled clients will lose any grandfathered pricing if rates increase. Active clients with uninterrupted service retain their original rate and receive plan upgrades at no extra cost. 7(A). If applicable; From time to time, Astrolink Media may offer promotional pricing or special incentives for new clients. For the current Launch promotion: Clients who enroll under the promotion agree to maintain active service for a minimum of six (6) consecutive months will get their first month free. The promotional discount applies only while the client remains in good standing under the terms of this Agreement. If the client cancels service before completing the six-month promotional period, any promotional pricing or incentives immediately end, and future services will be billed at the standard published rates if service is resumed. Promotional offers cannot be combined with other discounts unless explicitly stated by Astrolink Media. Astrolink Media reserves the right to modify or discontinue promotional offers for future customers at any time. Existing clients who have already enrolled under an active promotion will continue to receive the agreed-upon promotional terms for the duration of their qualifying promotional period. 8. Client Responsibilities The Client agrees to respond to communication requests within a reasonable timeframe, typically three to five business days, and to provide accurate, lawful materials. Astrolink Media is not responsible for errors resulting from misinformation or delays caused by the Client. 9. Refund Policy Astrolink Media LLC provides social media marketing and related services on a month-to-month subscription basis, with payment due on the 15th of each month. Because each billing cycle includes advance strategy, content planning, and creative development, refunds are not automatic and are considered on a case-by-case basis. A refund or service credit may be issued if Astrolink Media fails to deliver the primary services outlined in the Client’s selected plan during the active billing cycle, and the Client provides written notice of the issue and allows at least five (5) business days for Astrolink Media to correct or resolve the

concern. If the issue remains unresolved, Astrolink Media may issue a refund limited to the most recent monthly payment. Refunds will not be issued when the Client terminates services for reasons unrelated to Astrolink Media's performance, such as scheduling changes, business restructuring, or budget adjustments; when termination follows disrespectful, harassing, or policy-violating behavior by the Client; or when all deliverables for that billing period have already been completed or delivered. Astrolink Media reserves the right, at its sole discretion, to issue a partial or full goodwill refund or service credit even when the above criteria are not met, when it is deemed fair and appropriate to maintain trust and goodwill in the client relationship.

10. Confidentiality and Data Protection Both parties agree to maintain confidentiality regarding proprietary information shared during this Agreement. Astrolink Media will not disclose or sell client data and will employ reasonable measures to secure access credentials. Clients agree not to share internal Agency materials or pricing details with external parties.

11. Limitation of Liability Astrolink Media is not liable for third-party platform outages, algorithm changes, or performance fluctuations outside its control. While all efforts will be made to achieve positive results, specific outcomes such as engagement growth or sales increase cannot be guaranteed. The Client agrees to hold the Agency harmless from claims arising from client provided materials or actions.

12. Term and Termination This Agreement remains effective on a month-to-month basis and may be terminated by either party with ten (10) days' written notice. Upon termination, paid-for deliverables will be provided to the Client, and account access will be revoked or transferred as appropriate.

13. Professional Conduct and Mutual Respect Astrolink Media LLC operates with a standard of professionalism, courtesy, and respect in every client interaction. We expect the same standard from all clients and their representatives. While constructive feedback and open communication are always welcome, Astrolink Media maintains a zero-tolerance policy for disrespectful, harassing, or abusive behavior toward any member of our team. In the event such behavior occurs, Astrolink Media reserves the right to pause or redirect the conversation to written communication, decline or reschedule meetings, or terminate this Agreement entirely, at the Agency's discretion. Likewise, clients retain the right to terminate services at any time, for any reason, with written notice, as outlined in the Termination section of this Agreement. Astrolink Media believes that mutual respect is the foundation of every successful partnership and will always uphold that value in both word and action.

14. Governing Law and Jurisdiction This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to conflict-of-law principles. Astrolink Media LLC operates from Pennsylvania but proudly serves clients across all 50 U.S. states. Working with clients in other states does not limit or alter the application of Pennsylvania law. Astrolink Media LLC complies with all relevant tax and reporting obligations for out of state services in accordance with Pennsylvania requirements, unless additional state nexus obligations are triggered.

15. Entire Agreement This Agreement represents the entire understanding between the parties and supersedes any prior agreements, proposals, or communications regarding the Services. Any amendments must be made in writing and signed by both parties

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. YOU, THE BUYER, MUST SEND AN EMAIL TO THE SERVICE PROVIDER REQUESTING CANCELANATION OF SERVICE.

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

Buyer Signature

Buyer Full Name

Astrolink Media LLC

Service Provider Signature

Service Provider Full Name