

## TERMS AND CONDITIONS

AS SET FORTH BELOW ARE AN INTEGRAL PART OF THE PROJECT ON THE ATTACHED PROPOSAL/SCOPE

WHEREAS, The Client is desirous of engaging the services of Agency Couture, Agent, to promote Client business.

*Agreement between Agency Couture, LLC (“DESIGNER”) and business or individual (“CLIENT”) identified on this agreement. The client/individual listed below is subject to the following terms and conditions.*

**1. Appointment and authorization.** Agent is hereby employed and appointed to represent Client, subject to the terms and conditions of this Agreement. Agent is authorized to enter into contracts with third parties to effectuate the purposes of this Agreement, and it shall be primarily liable to such parties for all payments due there under. Agent shall exert its best efforts to prevent any loss to Client resulting from the failure of proper performance by any third party, but Agent shall not be held liable or responsible to Client for any such failure.

**2. Agent’s services.** Agent shall act as Client’s Agent and develop and produce the Project as ordered by Client on the reverse hereof and shall do all things reasonably necessary.

(i) to negotiate, arrange, and contract for any special talent required and for all photography, models, special effects, layouts, and art work, including any necessary technical or conceptual material for use in the project;

(ii) to make timely payment to all persons or firms supplying goods or services in connection with the project;

(iii) to advise and bill Client for all remittances made by the Agent for the Client’s account and maintain complete and accurate books and records in this regard.

**3. Prior approval of Client.** The Agent shall not incur any obligations or provide any services for the Client’s account without first obtaining written approval from Client’s president or Vice President or advertising director or other person duly designated by Client in writing, except that minor change orders, orally given, not exceeding \$2,500.00 may be processed pending immediate delivery of written authority to Agent.

In order to obtain the Client’s approval, the Agent shall submit written proposals to Client containing descriptions of the proposed project(s) and estimates of the cost of the obligations or services involved, including cost of preparation of projects, costs of production, and any additional costs of travel, postage, etc. as discussed in initial meetings or prior agreement. The Agent shall not be responsible for missed deadlines, closing dates or insertions caused by the delay of Client in approving any project(s) or providing of any necessary information or materials with respect to the project(s).

CLIENT’S WRITTEN AUTHORIZATION IN THE FORM OF THIS CONTRACT AGREEMENT IS REQUIRED FOR ALL PROJECT EXPENDITURES PROPOSED BY THE AGENT.

**4. Costs and expenditures.** (a) The Client shall reimburse the Agent for all costs incurred and expenditures made on behalf of the Client for approved work, except as specifically provided. Client shall compensate the Agent as provided in paragraph 5.

(b) The Client shall pay the Agent for its direct costs of mailing, packaging, shipping, taxes and duties, and telephone calls incurred by the Agent in connection with the performance of this Agreement.

(c) The Client shall pay all of the Agent’s costs for any necessary traveling done on behalf of Client.

(d) In the event the Client, after having approved any planned advertising or project, cancels all or any part thereof, client shall pay for all costs incurred therefor to the date of cancellation any unavoidable costs incurred thereafter, including any non cancelable commitments with third parties. The Agent shall receive its standard commission on all such costs incurred.

**5. Agent’s compensation.** (a) Client shall pay the Agent a fee for its services in the amount set forth on the reverse hereof.

(b) The Agent shall prepare proposals of all planned projects without cost to Client unless the proposal is approved by Client beforehand or, after having approved the proposal. Client cancels the planned project due

to circumstances beyond the control of the Agent, in either of which events Client shall pay for such proposals to the same extent as for other advertising services.

**6. Billing and payment.** The Agent shall bill Client on the Agent’s standard forms:

(a) Monthly, and

(b) Client shall pay such bills not later than on the due dates stated therein, Statements not paid by the due date shall bear interest at 18% per annum.

(c) The Agent shall make all payments to third parties entitled thereto by the terms of this Agreement. However, the Agent reserves the right to discontinue making such payments if Client is in default in any payment to the Agent required by the terms of this Agreement.

(D) If said project is to be billed on a per-project basis client is to pay the Agent at the projects initial completion. All revisions to be made will be written and billed in a secondary contract for hours and previously agreed billing rates will still apply.

(E) If the project is billed on a per-project vs. monthly basis and revisions do not exceed \$1,000 no secondary contract is necessary and the Agent will be responsible for tracking time to submit to the client for payment upon completion.

**7. Termination.** The authority hereby conferred on Agent may be revoked by Client at any time by 30 days’ notice in writing delivered to Agent, or may be renounced by Agent at any time by 30 days’ written notice delivered to Client.

In such event, Agent shall complete projects previously approved by the Client. All other rights and duties of the parties shall continue during such notice period and the Client shall be responsible to the Agent for the payment of any contract obligation incurred with third parties during this period. In the event the Client or Agent desires to terminate all work in progress commenced before receipt of notice of termination, it may be so agreed upon the parties’ mutual consent and the determination of the compensation to be received by the Agent for partially completed work.

**8. Disposition of property and materials.** (a) All plans, preliminary outlines, sketches, copy, and all other property and materials which are produced under this Agreement shall be the property of Client as soon as payment has been made therefor., unless previously agreed as a shared initiative. Upon termination of this Agreement, all such property and materials shall be the property of the Agent unless Client pays therefor in accordance with the terms of this Agreement, even though Client or another party has physical possession thereof.

(b) When the Agent shall determine that art work, photographs, manuscripts, and any other such items are of no further use in carrying out the terms of this Agreement, the Agent shall notify Client in writing and shall clearly describe the particular item or items. Client shall then notify the Agent in writing of the disposition Client desires with respect to such items. All shipping and transportation costs shall be borne by Client. Failing notification from Client, the Agent shall store or dispose of such items. In such event, the Agent shall notify Client in writing of such storage and give Client the necessary particulars.

(c) Unless otherwise specifically prohibited herein, Agent has the right to use the materials for this project and reproductions therefrom for the purpose of creating samples, displaying samples of Agent’s work, entry in exhibitions and other contests, art displays or any general display of Agent.

**9. Miscellany.** Unless otherwise advised in writing, Agent is hereby retained

as the sole and exclusive person to perform the services requested herein. Client shall take all necessary steps to ensure that this provision is enforced. Agent reserves the right to make an additional charge to Client if the usage and purpose of the project is other than as indicated.

**10. Liability of Agent.** In the event that this project cannot be completed due to an Act of God, strikes or other labor disturbances, severe weather conditions of any type, riots or civil disturbances, action or regulation by any local, state or Federal government unit or agency, any event considered a “force majeure”, or any other event or act outside the control of Agent, Agent’s liability to Client shall be limited to return of Client’s payments unearned at the time and as though the project had been cancelled or terminated.

**11. Arbitration.** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in the city of Minneapolis in accordance with the rules then obtaining of the American Arbitration Association, and judgment upon the award rendered by the arbitrator or arbitrators may be entered in any court or competent jurisdiction.

**12. Assignment and delegation.** Neither party may assign rights or delegate duties hereunder without the express prior written consent of the other.

**13. Modification.** This writing contains the entire agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee, or other representative of either party is empowered to alter any of the terms hereof, unless done in writing and signed by an officer of the respective parties.

**14. Notices.** All notices pertaining to this Agreement shall be transmitted

in writing. The addresses set forth on the reverse for the respective parties shall be the places where notices shall be sent.

**Signed completed proposal. For any project that is not on retainer a 50% down payment will be expected at time of signing. Hosting fees including setup need to be paid in full prior to setup. Invoices will be submitted to the client on a monthly basis and need to be paid by the 5th of the month. You will receive a \$100 late fee for any payment made after the 5th of the month. Complete payment is due within 30 days of final approved project (with current scope). Each month you are late your bill will incur an additional 2% late fee. After 90 days you may be subject to collections (at our discretion if no other arrangements have been made for payment).**

**Agency Couture bills clients at a rate of \$130/hour for design, SEO, copywriting and programming are billed at \$130/hour. A Project management fee of 20% is assessed on the overall project fee. This pays for all consulting time, account management and materials.**

**Costs shown on this proposal do not reflect any costs associated with any external costs outside of this scope. If further research, revisions, or changes to this documentation are requested or if other services are to be requested, all future costs will be estimated and submitted separately for client approval. Please note that if further scope changes are needed they will be addressed within a future scope document.**

#### ACCEPTANCE

**This proposal is accepted in accordance with and subject to the terms stated on the Terms & Conditions page of [AgencyCouture.com/terms.php](http://AgencyCouture.com/terms.php).**

**Signing our agreement and/or initial payment will be considered accepting our terms in whole.**

**Thank you for your interest in working with Agency Couture for your web design and interactive marketing and strategy needs. Agency Couture is a freelance research and interactive business that offers clients solutions to complex marketing and web design problems. We connect clients to their target audience with web design and development, search engine marketing, and strategic direction for campaigns. As a potential consultant for your project, it is our honor to submit this proposal for your social media strategy and implementation needs.**

**GENERAL WORKING AGREEMENT** – This document defines the terms and conditions of our working relationship. All projects or services that the DESIGNER may be contracted to produce or provide for CLIENT will be subject to the following:

**JOB ORDERS AND ESTIMATES** – When work is requested from the DESIGNER, a Job Order (a.k.a Job Ticket or Work Order) is prepared.

ESTIMATES (a.k.a. PROPOSALS or INVESTMENT SUMMARIES) are prepared for large or complex projects, or projects otherwise requiring such formality.

Smaller projects, revisions, alterations or other items outside of the scope of estimated projects may or may not be quoted with formal Estimates. A Job Order may be initiated with verbal or written consent from the CLIENT. Estimated Job Orders and Estimates apply only to the original stated job description and specifications. When the work to be done is on a "rush" or "overtime" basis, billing rates shall increase, subject to the OVERTIME AND ADDITIONAL CHARGES section below.

**BILLING** – Billing will reflect the actual costs incurred. For certain budgetary purposes, project-based billing may be used. Unless "Project Billing" or "Fixed Fee" is selected and clearly stated on all Estimates, invoices will be prepared for actual time spent, regardless of the estimated time. CLIENT requested changes will be billed additionally. The CLIENT will be notified of any price changes. Estimates are valid for only 30 days from date of creation.

**REVISIONS AND ALTERATIONS** – New work requested by CLIENT and performed by DESIGNER after an estimate has been approved is considered a revision or alteration. If the job changes to an extent that substantially alters the specifications described in the original Estimate, we will submit a proposal revision memo to you, and both parties must agree to a revised additional fee before further work proceeds.

Author's alterations and other copy changes requested after layouts or mechanicals are completed are billed at published billing rates. It is understood that concept revisions, extensive alterations, or a switch in marketing objectives sometimes makes it impossible to accurately estimate in advance the total cost of a project. Planning the work, cost estimating, and billing in several phases permits DESIGNER or CLIENT to adjust for such revisions/or halt work before completion if a project is postponed or canceled. Any canceled project is billed only through phases and/or portions of phases that were actually completed by DESIGNER. For each large project, CLIENT will receive an Estimate outlining the project specifications and our proposed scope of services and working/billing phases. Each Estimate will contain a project budget, which includes estimated fees for professional services and separate itemized costs for anticipated out-of-pocket expenses.

**Revisions, Proofs, and Final Approval** – CLIENT will be offered the opportunity to proofread work during production. Estimates or Job Orders include one proof with corrections unless otherwise specified. CLIENT can request changes to their work in person, by phone, e-mail, FAX, or in writing. DESIGNER will make the changes ordered and bill accordingly. Extra rounds of change will be invoiced as "change time," and may be added in the project's cumulative total. Changes requested after production of final art will be considered "new work" and will be billed as a new Job Order. The CLIENT will approve artwork before it goes to press or live and/or the CLIENT will agree to the final proof upon acceptance of completed work. We will begin work upon CLIENT's approval of the estimate. CLIENT will be bound by oral or e-mailed authorization for design, design changes, additional fees, production charges or any other extra expenses in order for DESIGNER to immediately proceed with the work. CLIENT will be informed about press checks. If CLIENT chooses not to attend, CLIENT will be bound by the decisions of the DESIGNER, vendor or print representative and must pay any related charges.

**PAYMENT AND ESTIMATES** – CLIENT agrees to pay DESIGNER in accordance with the terms specified in each proposal/Estimate. On accounts that have not submitted a credit application and been approved by our credit department, will be required to pay 50% of the project cost before work can begin.

Unless otherwise specified, all subsequent balances due are payable upon art approval. Interest on past due balances is 18% per annum or 1.5% per month, or maximum percentage allowed by applicable law, whichever is less. We reserve the right to refuse completion or delivery of work, copyrights, intellectual property, or derivatives of such, until past due balances are paid. Unless due upon receipt or otherwise noted on the invoice, invoices are payable within fifteen (15) days.

**PUBLISHED BILLING RATES** – DESIGNER publishes a document with current billing rates, which may be requested at any time. This document is updated as costs change and the revision is noted by a revision date. All CLIENTS are bound to the appropriate rates for types of services.

**DDISCOUNTS AND REDUCED BILLING RATES** – Discounts and reduced billing rates may be applied to certain projects, most notably projects for not-for-profit organizations. If a discount or reduced billing rate schedule is in effect, it will be noted on the invoice. Upon delinquency of the specified payment timeline, in addition to the 1.5% per month applied to any balance past due, all discounts and reduced billing rates are void and totals for latest published (at the time of the invoice) DESIGNER's published billing rates will take effect. CLIENT is responsible for payment of full amount in the event of a delinquency.

**OUT-OF-POCKET EXPENSES** – Fees for professional services do not include outside purchases such as, but not limited to, long-distance telephone charges, printing, photography, color printouts, laminating, illustrations, separations, shipping and handling or courier service. Expenses are itemized on each invoice. Expenses may be subject to Minnesota sales tax unless 1) You are a nonprofit organization; or 2) the work is for resale and you have submitted a resale certificate to DESIGNER. If consultant or supervisory services are required in out-of-town locations, we will bill lodgings, meals, and transportation at cost. Reimbursement for mileage is calculated at current allowable rates.

**OVERTIME AND ADDITIONAL CHARGES** – Estimates are based on a reasonable time schedule, and may be revised to take into consideration "rushed" or "priority scheduling" requests by the CLIENT, which may or may not require overtime, holidays, or weekends. Knowledge of CLIENT's deadlines is essential to

provide an accurate Estimate. In addition, outside suppliers such as service bureaus may charge a 100% to 200% markup on overtime after 5:00pm and weekends. These and/or other costs incurred are directly responsible by the CLIENT and will be reflected in the billing.

**PROVIDING COPY** – DESIGNER encourages CLIENT to provide unformatted text of their work in electronic, copy-able format in order to avoid the time loss and errors involved in retyping the text. Unless copywriting services are quoted, DESIGNER is not responsible for providing content, nor is responsible for any incorrect information, false claims, copyright infringement or any other item that may infringe on any other party's rights or potentially cause litigation. CLIENT agrees to exercise due diligence in its direction to DESIGNER regarding preparation of materials and must be able to substantiate all claims and representations. CLIENT is responsible for all trademark, servicemark, copyright and patent infringement clearances. CLIENT is also responsible for arranging, prior to publication, any necessary legal clearance of materials we prepare.

**ERRORS AND OMISSIONS** – It is the CLIENT's responsibility to check proofs carefully for accuracy in all respects, ranging from spelling to technical illustrations. DESIGNER is not liable for errors or omissions. CLIENT's signature (or other authorization) or that of CLIENT's authorized representative is required on all mechanicals or artwork prior to release for printing or other implementation.

**TELECOMMUNICATIONS** – CLIENT shall pay for all transmissions charges. The DESIGNER is not responsible for any errors, omissions or extra costs resulting from faults in the telephone, cable, satellite network or from incompatibility between the sending and receiving equipment.

**PRODUCTION CHARGES** – A price quoted on a Job Order or Estimate includes only the items specified on the Estimate (e.g. design, electronic files, photography, illustrations, contracted services for artwork, copy writing, mailing, printing and production of any kind, paper, materials and supplies). Quoted production charges are estimates only. Additional production expenses requested by the CLIENT but not identified on the original Job Order or Estimate will be itemized and billed at the rate quoted by DESIGNER to the CLIENT.

**PRINTING AND REPRODUCTION** – When DESIGNER is asked to provide printing or reproduction services, we reserve the right to choose the best vendor for the project, taking the preferences of the CLIENT into account. DESIGNER will make every effort to coordinate printing or reproduction and deliveries to meet CLIENT's deadlines; however, DESIGNER cannot be held responsible for printing or delivery delays. If DESIGNER prepares electronic files or artwork for the CLIENT's printer or reproducer, CLIENT must provide printer or reproducer's specifications and all aspects of the printing become the sole responsibility of the CLIENT.

**OVER RUNS AND UNDER RUNS** – The CLIENT will accept over runs or under runs that do not exceed 10% of the quantity ordered on all jobs. The DESIGNER or vendor will bill for actual quantity delivered within this tolerance. If the CLIENT requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation.

**PROPERTY AND SUPPLIER'S PERFORMANCE** – DESIGNER will take all reasonable precautions to safeguard the property CLIENT entrusts to us. In the absence of negligence on our part, however, we are not responsible for loss, destruction or damage or unauthorized use by others of such property. We will use our best efforts to ensure quality and timely delivery of all printed (offset, silk-screened, embossed or otherwise reproduced) pieces. Although we may use our best efforts to guard against any loss to you through the failure of our vendors, media, or others to perform in accordance with their commitments, DESIGNER is not responsible for failure on their part.

If you select your own vendors, other than those recommended by us, you may request that we coordinate their work. If at all possible, we will attempt to do so, but we cannot in anyway be held responsible for quality, price, performance or delivery.

**THIRD PARTIES** – DESIGNER may hire subcontractors or other third parties when appropriate. DESIGNER will act reasonably to protect any property entrusted to it against loss. However, in the absence of gross negligence, DESIGNER not responsible for the loss, damage, destruction, or unauthorized use by others of such property or failure of other suppliers or vendors.

**WEB SITE DESIGN** – One round of change is included in each element prepared for a Web site. Web site design is considered complete when the site goes live.

**LIEN** – All materials or property belonging to the CLIENT, as well as work performed, may be retained as security until all just claims against the CLIENT are satisfied.

**INTELLECTUAL PROPERTY AND RIGHTS OF OWNERSHIP** – Once a project has been delivered by us and is fully paid for by CLIENT, DESIGNER will assign the reproduction and other rights of the design for the use(s) described in the proposal.

According to the Copyright Law of 1976, the rights to all design and art work, including but not limited to photography and or illustration created by independent photographers or illustrators retained by DESIGNER, or purchased from a stock agency on your behalf, remain with the individual designer, artist, photographer or illustrator. Unless a purchase of "All Rights" (A Buyout) is negotiated with DESIGNER and/or his/her authorized representative, you may not use or reproduce the design or the images therein for a purpose other than the one(s) originally stipulated. If you wish to use the design we have created and/or the images within it for another purpose or project, including a reprint or exhibition, you must contact us to arrange the transfer of rights and any additional fees before proceeding. If printing or other implementation is done through your vendors, you agree to return to us all our original mechanicals and artwork (slides, prints, drawings, separations, etc.) within two weeks, and to provide us with printed samples of \_ each project.

All work is copyright and intellectual property of the DESIGNER until payment in full is received. During the project, any item that the DESIGNER contributed insight upon, (all work, including , but not limited to: copy, trademarks, trade names, company names, brand names, designs, design concepts and styles, process methodology, photography, color schemes, font pairings, creative concepts, marketing styles, font styles, etc.) shall remain the intellectual property and copyright of the DESIGNER until all payment has been received for the project. Upon payment in full, the CLIENT may retain all art, electronic files and printed materials produced by the DESIGNER. Electronic copies of the work can be provided, though time will be charged for archive retrieval. Photography, illustrations and other elements provided by outside vendors through the DESIGNER may be subject to restrictions of use or ownership. Any media created, (copy, trademarks, trade names, company names, brand names, designs, design concepts and styles, process methodology, photography, color schemes, font pairings, creative concepts, marketing styles, font styles, etc.) not accepted by the CLIENT remain property of the DESIGNER. DESIGNER will be free to use, sell or dispose of such designs.

**COLLABORATIVE NATURE** – DESIGNER creates, facilitates explorative processes or will otherwise likely contribute to various intellectual property deliverables or outcomes to the CLIENT as part of the project. It is understood that intellectual property that is not established prior to the commencement of the said projects will likely result from a collaborative nature between CLIENT and DESIGNER. In the event of non-payment or a cancellation by CLIENT or DESIGNER, (terms listed below) it is recognized the DESIGNER will retain full rights to any and all intellectual property until payment is received for a fair market price for those deliverables and outcomes. Fair market price shall be determined by the value of the outcome or deliverable, as it would be billed by a reputable and established agency offering similar services. Fair market price may exceed the initial project estimate. Common outcomes / deliverables may include (but not limited to): copy, trademarks, trade names, company names, brand names, designs, design concepts and styles, process methodology, photography, color schemes, font pairings, creative concepts, marketing styles, font styles, etc.

**PROMOTIONAL USE** – We reserve the right to photograph and/or reproduce, distribute or publish for our firms promotional and marketing needs any work we create for you, including mock-ups and comprehensive presentations, as samples for our portfolio, firm news letter, brochures, slide presentations and similar media. We agree to store electronic copies of all materials for a period of 6 months beyond the delivery of a job. Thereupon, we reserve the right to discard them.

**TERM AND TERMINATION** – The term of this agreement will continue for work in progress until terminated by either of us upon thirty (30) days written

notice. If you should direct us at any time to cancel, terminate or “put on hold” any previously authorized project, work order or proposal, we will promptly do so, provided you hold us harmless for any cost incurred as a result.

\_\_\_\_\_  
Signature

Upon termination of this agreement, DESIGNER will transfer to CLIENT all project-related property and materials in DESIGNER’S control only for which the CLIENT has paid in full. CLIENT will indemnify and hold DESIGNER harmless for any loss or expense (including attorney’s fees), and agree to defend DESIGNER in any actual suit, claim or action arising in any way from our working relationship. This includes, but is not limited to assertions made against CLIENT and any of its products and services arising from the publication of materials that we prepare and you approve before publication. Considerations for copyright and other intellectual property ownership are listed above. No modification or amendment to these terms and conditions shall be of any force or effect unless in writing executed by the CLIENT and the DESIGNER.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

**PRODUCTION SCHEDULES** – Production schedules will be established and adhered to by both CLIENT and the DESIGNER, provided that neither shall incur any liability, penalty or additional cost due to delays caused by a state of war, riot, civil disorder, fire, labor trouble or strike, accidents, energy failure, equipment breakdown, delays in shipment by suppliers or carriers, action of government or civil authority, and acts of God or other causes beyond the control of the CLIENT or the DESIGNER. Where production schedules are not adhered to by the CLIENT, final delivery date or dates will be adjusted accordingly.

**ADDITIONAL PROVISIONS** – The validity and enforceability of this agreement will be interpreted in accordance with the laws of the State of Minnesota applicable to agreements entered into and performed in the State of Minnesota. This agreement is our entire understanding and may not be modified in any respect except in an executed agreement. If we must retain attorneys to collect our invoices, we will be entitled to reasonable attorney’s fees, court costs, and interest at the maximum rate permitted by law. If any provision of these terms and conditions shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

**TAXES** – CLIENT shall be responsible for payment of any taxes, including sales and use, paid by or payable to the DESIGNER.

**LIABILITY** – DESIGNER’s liability to the CLIENT for loss of any kind resulting from services provided shall be limited to DESIGNER’s fee paid by CLIENT without interest. DESIGNER will not be liable for damages of any kind including its own negligence, excluding gross negligence.

**IDEMNITY** – CLIENT will indemnify and hold harmless DESIGNER against any and all claims and expenses, including reasonable attorney’s fees, arising from the use of DESIGNER’ work.

**ATTORNEY’S FEES** – CLIENT agrees that in the event the account becomes delinquent, DESIGNER is entitled to all costs of collection, including reasonable attorneys’ fees.

**BINDING EFFECT** – Prior to the commencement of CLIENT’s project(s), CLIENT must agree to these Terms and Conditions and provide written documentation of this agreement.

————— END —————

If this document was supplied with a Letter of Agreement and/ or other form of formal or informal Proposal, the confirmation of that agreement shall have binding effect on these terms and conditions. If no Letter of Agreement and/ or other form of formal or informal Proposal has been supplied, please sign and complete the information below and return to Agency Couture at the physical address listed on [www.AgencyCouture.com](http://www.AgencyCouture.com). If you have questions, please call us at: 612-208-9324.

I hereby understand and comply with the aforementioned Terms and Conditions of Agency Couture, LLC.