

## **Social Media Additional Terms and Conditions**

### **General**

1. Re-Occuring costs as set out in the proposal are payable on the 28<sup>th</sup> of each month, an invoice will be generated up to a week prior to this date, failure to make payment will cause a pause in any social media posting.
2. The Facebook page is owned by the client at all times and MPC are added as an admin for the purpose of posting and managing the account, upon cancellation of the contract it is the clients responsibility to cancel the users rights, Instagram and Twitter are accessed by Username and Password, these will be supplied by the client and changed upon cancellation of the contract.
3. Termination of contract must be supplied with 30 days' notice.
4. All standard Terms and conditions are set in the document - Terms and Conditions of Consultancy - Matt Powell Consultancy.

### **Website**

1. Social Media links are to be added to the website to increase traffic, if the website is not managed by MPC then we will supply the links to be added.

### **Social Media Setup and Posting**

1. If the page already exists the client will supply full admin to the page, once completed this authorisation can be removed.
2. The client will supply all media and images to be used for the setup and relaunch of the social media pages.
3. All adverts will be approved by the client prior to posting, MPC removes responsibility for any errors after the approval is sought and media posted.
4. It is not MPC responsibility to manage the messages and comments posted on social Media, this falls directly with the client as it is their business.
5. MPC will use its channels and contacts to promote the business and will take advice if the client wishes to advertise in different areas.

### **Logo Design**

1. The client will produce a brief of their ideas for a logo where it will be designed, this then includes 3 revisions to make amendments before signing off.
2. Should the design be out of the 3 revisions then an additional £25 per logo will be billed separately.