

# Social Media Management Contract Template

Prepared by:

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

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

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Prepared for:

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

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

Company: \_\_\_\_\_

Email: \_\_\_\_\_

## The Parties

This social media management contract is between  
\_\_\_\_\_(name) from  
\_\_\_\_\_ "the contractor" and  
\_\_\_\_\_(client name) from  
\_\_\_\_\_(client company), "the client."

## Start Date and Duration

This contract will begin on \_\_\_\_\_ (date).

This contract will be valid for: (choose one)

\_\_\_\_ **A fixed term** - This contract shall end on \_\_\_\_\_ (date). After this date, both parties will no longer have any liabilities or obligations to one another.

\_\_\_\_ **An ongoing term** - This contract shall remain in effect until either one of the parties terminates the contract, providing that \_\_\_\_\_ (number of days/weeks) notice is given to the other party. After this date, both parties will no longer have any liabilities or obligations.

## Scope of work

1. The contractor shall be responsible for scheduling and posting content to \_\_\_\_\_ (Client Company)'s social media channels.
2. The social media channels include (Facebook, Instagram, LinkedIn, Twitter, Tik Tok, YouTube, Pinterest - list all relevant Social Media).
3. The contractor agrees to use the client's social media accounts and post solely as their brand.
4. The Sender Company/The Client.Company shall be responsible for providing written content.
5. The Sender Company/the Client Company shall be responsible for designing and/or providing images to be used on social media channels.
6. The Sender Company/the Client Company shall be responsible for social media engagement, such as replying to comments and

---

(add specific tasks here).

7. The Sender.Company/The Client Company shall be responsible for social media monitoring and will monitor (Buffer, Hootsuite, Hubspot, type any platforms here) for activity, mentions, and conversations around

\_\_\_\_\_ (Client Company)  
and their brand, products, and services, and respond in a timely manner.

8. The contractor agrees to ensure that the voice, tone, and overall communication across all platforms represent the brand and is uniform.

9. The Sender Company/The Client Company shall be responsible for writing blog posts.

10. The Sender Company/The Client Company shall be responsible for publishing blog posts via (WordPress, Wix, Squarespace, or another platform).

11. The Sender Company/The Client Company shall be responsible for promoting blog posts across all social media channels.

12. The Sender Company/The Client Company shall be responsible for analyzing social media reports and results from campaigns.

## **Copyright and Intellectual Property**

All content created by the contractor, including (social media posts, blog posts, designs, type any additional content here) shall be owned by  
\_\_\_\_\_ (the contractor/the client).

## Confidentiality

1. All parties in this Agreement agree to keep all information related to the business confidential.
2. The contractor agrees to not disclose any confidential or proprietary information to third parties without permission from the client for as long as this contract is active and (amount of time) after it ends.
3. The contractor agrees not to copy any confidential or proprietary information unless granted permission from the client.
4. The contractor agrees to inform the client if they find out about any use or disclosure of confidential information that the client has not authorized.
5. The contractor shall not work for any of \_\_\_\_\_ (Client Company's competitors \_\_\_\_\_ (list some competitors) for the duration of this contract and for \_\_\_\_\_ (amount of time) after the contract is terminated.
6. The contractor is free to work for any other company in the \_\_\_\_\_ (name industry) industry, (including/not including) competitors.

Failure of any of the above will result in the termination of the contract/legal action against the contractor.

## Force Majeure

Neither party shall be responsible or liable for any delay, malfunctions, or failure to complete any work due to forces beyond their control, including strikes, accidents, acts of war or terrorism, nuclear, natural, civil or military disturbances, or acts of God.

## Termination of Contract

1. This contract shall automatically terminate on \_\_\_\_\_ (date).

2. This contract will be considered terminated in the event of any of the following:

- The contractor is suddenly unable to work due to a medical condition (physical or mental)
- The death of either party
- Client Company, \_\_\_\_\_, closes down due to bankruptcy or insolvency laws
- Either party chooses to terminate the contract providing that adequate notice is given as outlined in the start date and duration section above.

3. Upon termination, the client agrees to pay the contractor all amounts due until the termination date.

4. Upon termination, the contractor agrees to:

- Finish all pending work/projects/assignments
- Permanently delete all company information and programs from all their devices
- Send the client a written confirmation that they have complied with these rules.

## Modification

Any changes or modifications to any part of this contract will only be in effect once approved in written form by both parties.

## Governing Laws

This contract shall be governed by the laws of the State of (state).

## Payment

1. The client will pay the contractor a fee of \$ \_\_\_\_\_ (amount) per week/month or this will be a one-time fee).
2. A deposit/pre-payment is not required/of \$ \_\_\_\_\_ (amount) is required to be paid before any work commences.
3. Invoices should be paid (number of days) days after receipt. Any late payments will result in (list the consequences).
4. Late fees are as follows: If payment is late by more than \_\_\_\_\_ (number of days) days, an extra fee of \$ \_\_\_\_\_ (amount) will be charged.

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_