

Contract for Services

This is a legally binding contract between Freshly Cut Media LLC and Southern Plains Education Cooperative.

Freshly Cut Media LLC will provide Southern Plains Education Cooperative with approximately four (4.0) hours of technical computer support per week. In times of emergency needs, this number may be higher, and Freshly Cut Media LLC agrees to make a reasonable effort to provide additional services beyond the four (4.0) hours per week, so long as the additional services rendered do not impact the ability for Freshly Cut Media LLC to provide technical computer support and services to other contractual or non-contractual entities that enlist its business. If the total number of hours exceeds 225 hours during one fiscal year (July 1 to June 30), written authorization will be obtained from the Executive Director of Southern Plains Education Cooperative.

Southern Plains Education Cooperative agrees to pay Freshly Cut Media LLC for a minimum of four (4.0) hours of technical computer support per week. The rate shall be \$60.00 per hour. Additional charges apply for mileage/travel expense, and that expense shall be billed at the current IRS mileage rate for the calendar year of the billing cycle. Additional charges apply for any products purchased from Freshly Cut Media LLC by Southern Plains Education Cooperative during the business relationship. Freshly Cut Media LLC will obtain prior written authorization from the Executive Director of Southern Plains Education Cooperative prior to any purchases.

Freshly Cut Media LLC will notify Southern Plains Education Cooperative of any changes in the rate charge with a written notice three (3.0) months prior to the change. The change in rate shall be accepted on the date of the rate change, unless written notice is given (prior to the effective date of the rate change) to Freshly Cut Media LLC by Southern Plains Education Cooperative that the rate change is not accepted. Should the rate change not be accepted, this will serve as the one (1) month written notice for termination of services, and services will continue at the current rate for one (1) month, at the end of which, services will be terminated and this business relationship will be released.

An advance notice by either party may temporarily suspend these commitments herein, and will be handled on a case-by-case basis; any temporary suspension (less than one (1) month in length) of services must be electronically communicated (via cellular text or email) and agreed upon by both parties. Any suspension in services rendered extending beyond one (1) month, must be stated by written notice and agreed upon and signed by both parties.

Billing terms will be Net-30. The billing cycle will be from first day of the calendar month to the last day of the calendar month. Statements will be sent by the tenth day of the following month, and receipt of payment will be required one (1) calendar month after the statement date. Invoices shall be accompanied by a log of hours worked and brief description of duties completed.

Termination of services (initiated by either party) must be done so with a one (1) month written notice prior to the end date for services rendered.

The contract shall be enacted on, or about, August 20, 2015 and continue until terminated or suspended as defined within the terms of this agreement. Freshly Cut Media LLC and Southern Plains Education Cooperative agree to all items herein, and have legally signed this contract below.

Signed: _____

Zachariah Huntley
on behalf of
Freshly Cut Media LLC
317 N Moore St
Blue Earth, MN 56013

Signed: _____

Sarah Mittelstadt
on behalf of
Southern Plains Education Cooperative
201 E Third St
Fairmont, MN 56031

Date: _____

Date: _____