

Built together. Clear by design.

This policy sheet is incorporated into any Kasper Digital proposal that expressly references this version and is accepted electronically. The accepted proposal identifies the client, selected package, monthly price, scope, and any written custom terms.

01 / Monthly, not locked in

Services are provided month-to-month. There is no annual commitment, minimum number of months, or early-termination penalty. Either party can end future services by written notice (email is sufficient) delivered before the first day of the next calendar month. Cancellation stops future monthly billing; it does not undo fees for a month that has already begun.

02 / Payment timing

The monthly service fee is invoiced and due on the 1st day of every calendar month, in advance of that month's services. If a new engagement starts mid-month, its first payment and any proration must be separately confirmed in writing before work begins; future recurring invoices are due on the 1st. No automatic credit-card charge is authorized by electronic sign-off. Invoices may be paid using the methods shown on the invoice.

03 / Late payment and pauses

If a payment is overdue, Kasper Digital may pause planning, editing, and publishing until the outstanding invoice is paid. Any schedule affected by a pause will be reset together in good faith. No late fee is imposed by this policy sheet; any different arrangement must be stated separately in writing.

04 / Monthly scope and content

The selected proposal package controls the weekly post or Reel quantity and the included strategy, editing, consulting, and posting support. Deliverables are planned by calendar week; unused weekly deliverables do not automatically carry over. If a delay results from missing client materials, access, feedback, or approvals, both sides will coordinate a practical revised calendar. Material changes to scope or content volume require written approval.

05 / Filming, travel, advertising

Unless the accepted proposal expressly says otherwise, in-person shoots, travel, paid advertising spend, advertising management, community inbox/customer support, third-party software, and additional production costs are not included in the monthly price. Recording arrangements and source material responsibilities are confirmed during onboarding.

06 / Client collaboration

The client provides accurate brand information, usable source material, necessary account access, timely approvals, and any permissions needed for people, music, images, property photos, logos, and other content they supply. Kasper Digital will use reasonable professional care; publication may depend on client approval and platform access.

07 / Revisions and ownership

Ordinary, reasonable edits within the agreed concept are included; major redirections, repeated reshoots, or entirely new concepts may need a separately approved quote. Once the applicable invoice is paid in full, the client may use final delivered content for its own marketing. Third-party licenses and pre-existing Kasper Digital templates, methods, and tools remain subject to their original rights.

08 / Performance and platforms

Kasper Digital does not guarantee any specified number of views, leads, sales, placements, or algorithmic outcomes. Client case studies and post-performance snapshots illustrate past individual results, not guaranteed future results. Social platforms may change rules, account permissions, or distribution at any time.

09 / Cancellation, already-started months

Written cancellation received before the upcoming 1st prevents a new monthly invoice from becoming due. Monthly fees for a month that has already started are generally not refundable to the extent work has been reserved, scheduled, or performed, except where required by applicable law or otherwise agreed in writing. Both parties will coordinate delivery of paid-for, completed work.

10 / Electronic approval and records

By typing their name and selecting the required acceptance boxes, the signer states they are authorized to approve for the client, consents to electronic records and signatures, selects the displayed monthly package, and agrees to these specific terms. A dated digital record of the selected package, policy version, signer name, email, consent, IP address, and browser user agent is retained for signature auditing. A downloadable/printable copy is available to the signer.

11 / Changes and questions

This policy sheet is versioned. A later update does not automatically modify an already accepted proposal. Any change to a signed agreement must be accepted in a new written record. Questions and cancellation notices: matthew@kasperdigital.co.

This template is a practical business policy, not a substitute for advice from a qualified Texas attorney. Please have counsel review before relying on it as your standard client services agreement.