

At ThrivePOP, we believe great marketing is built on great relationships. This isn't a legal contract; it's a mutual promise to show up for each other so we can do our best work together.

We Promise You (ThrivePOP's Commitments)

- Show up prepared. We come to every meeting with an agenda, updates, and ideas ready to go
- Respect your time. We start and end meetings on time, always
- Communicate proactively. If something changes, is delayed, or needs your attention, we'll tell you before you have to ask
- Respond promptly. You'll hear back from us within 1 business day on emails and messages
- Bring our best thinking. We treat your brand like it's our own and push for work that actually moves the needle
- Be honest. If a strategy isn't working, we'll tell you and come up with a better plan
- Be Creative & Flexible

We Ask of You (Client Commitments)

- Show up prepared. Review materials sent before meetings so we can make the most of our time together
- Respect our time. Give us a 24-hour notice for meeting cancellations or reschedules
- Respond in a timely manner. Provide feedback, approvals, and assets within 3 business days to keep projects on track
- One point of contact. Designate a primary person on your team for approvals and communication
- Trust the process. Give strategies time to work. Great marketing is a marathon, not a sprint
- Be open and honest. Share business updates, feedback, and concerns with us so we can adjust and serve you better
- Pay invoices on time

Together We Commit To

- Treating this as a true partnership, not a vendor/client transaction
- Celebrating wins big and small together
- Having candid conversations when something isn't working
- Growing your brand in a way you're genuinely proud of
- This is our shared foundation. When both sides honor these commitments, that's when the magic happens.

Acceptance of Terms

Client acknowledges that these terms are provided as part of the Master Services Agreement. If verbal approval of this Agreement is not received, but Client continues to engage in services, request work, or otherwise direct ThrivePOP to proceed, Client agrees that these terms are accepted and will govern the engagement.

Change Order / Project Addendum



Pricing & Hours

Billing Structure (select one):

___ **Hourly:** \$ _____ /hour

___ **Fixed Fee:** \$ _____

Estimated Hours (if applicable): _____

Total Cost of This Change Order: \$ _____

*All estimates are based on current scope understanding.
Additional revisions or changes may require a new Change Order.*

Payment Terms

Payment Due: _____

Work will _____ upon receipt of payment unless otherwise agreed.

Impact on Existing Agreement

Original Project Cost: \$ _____

Previous Change Orders Total: \$ _____

This Change Order: \$ _____

Updated Project Total: \$ _____

Approval & Authorization

By signing below, both parties acknowledge and agree to the scope, timeline, and fees outlined in this Change Order.

CLIENT

Signature: _____

Name: _____

Date: _____

THRIVEPOP

Signature: _____

Name: _____

Date: _____