



... O₂ ... Maxol ... Sherry FitzGerald ... CNG Travel Group ... Tim Kelly Engineering ... Sovern Hotel Group ...
Kildare County Childcare Committee ... Avonmore ... IIB Bank ... Hamilton Osborne King ... Ballymore Properties ...

SAMPLE COPY WRITING AGREEMENT FOR
COMPANY LTD

1st January 2007

Your company	Your address		Your County	You
--------------	--------------	--	-------------	-----

Dear Sir/Madam,

This agreement is to confirm that Penhire is being contracted by Company Ltd to produce the text for your sample brochure.

Penhire will do this work at the following rates:

€60 per hour (ex VAT) on proofing work
€90 per hour (ex VAT) on editing work and
€150 per hour (ex VAT) on writing and other consultancy work.

Penhire uses a time keeping system as the basis for charging, such that the client is only charged for the time spent on the job (a "job diary" is kept which is always available to client) - if the job takes less than the estimated time, the client is charged less accordingly; but that if the job looks like going over the estimated time the client is informed *in advance* and asked to authorise Penhire to proceed beyond for the additional fees.

To proceed with this job, Penhire requires a PO number for this job, and/or a signed copy of this letter, both indicating the client's agreement to Penhire's terms & conditions as attached, and to the fee structure as described herein.

Signed,

(On behalf of Penhire)

(On behalf of client)