PRISM Communications
Firm/Client Agreement

Client/Organization: ___________________________________________________

Account Executive: ____________________________________________________

Contract Period: Starting: _____________________ Ending: ___________________

**PRISM Communications, University of Hartford’s student run Public Relations firm, agrees to perform the services specified below in accordance with the terms of this agreement**

I. Tasks/Services
   A. Please list the projects you the client _______________ are currently requesting PRISM Communications to work on. (If project has specific deadline(s) date(s), please provide mm/dd/yy next to listed project. If no deadline is given, the completion of the project is up to the discretion of the firm.)

   Project:________________________________________________________
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   Project:________________________________________________________
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   Project:______________________________________________________
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   B. PRISM Communications is not in any way responsible for the distribution of materials or personal fundraising on behalf of the client ______________. (I.E. Flyers, Posters, commercials, solicitation of businesses)

       Unless arrangements have been made between the firm president, Initial _____ and the Client. Initial _____.

II. Planning and Execution
   A. PRISM Communications services are here to offer Public Relations support to our clients. Before the release of any material(s) created and/or services provided by PRISM staff, all project(s) must first be approved by the client ______________. Initial ______.

   B. The Firm President must approve all additional project(s) beyond those requested in this binding contract. Initial ______.
C. The Account Executive assigned to client _________________ will oversee all planning and implementation of services provided by PRISM Communications and the client agrees to work with patience and understanding with this individual. Initial _____.

III. Expenses
A. The client, ________________ is solely responsible for the purchase or reimbursement of outside/ out of pocket expenses relating to the service(s) requested. (I.E. Printing costs, binders, mileage and postage) PRISM Communications understands that the client ________________ will always be consulted before or give pre approval for before any financial transactions are made. Initial _____.

IV. Contract length /Termination
A. This contract is binding to the length/period stated above in this document. The Client ________________ has the right to terminate this contract if unsatisfied with the services provided and or rendered before the contract period is over. Before this takes place, however, the client ________________ must meet with the Firm president and Faculty advisor along with a completed evaluation form of the firm with reasons explaining the request of termination. The client is still liable to any costs that occurred before the formal termination of contract. Initial _____.
B. PRISM Communications also reserves the right to terminate this contract before the contract length/period has ended if the client ________________, is not cooperative and willing to participate in activities needed to complete the project(s) requested. Initial ______.
C. Client, ________________ will be asked to evaluate (via survey) the services and satisfaction of the projects provided by PRISM Communications, it’s staff, account executives and director’s board. Initial ______.

V. Fees/Service Charges
A. In place of a fixed or hourly fee, PRISM Communications accepts donations appropriate for hours worked. However, this is not mandatory.
B. Service charges apply only to materials produced for said client and expenses occurred.

**Signatures constitute the entire understanding of this contract between all parties**

Client: __________________________ Date: _______________

Account Executive: ________________ Date: _______________

Firm President Approval: __________________ Date: _______________

** Thank you for choosing PRISM Communications. We look forward to working with you. **
PRISM Communications
Contact Information

Firm President Name:  
Address:  
Email:  
Phone:  

Account Executive Name:  
Address:  
Email:  
Phone:  

Client/Organization Name:  
Address:  
Email:  
Phone:  

Faculty Advisor Name:  
Address:  
Email:  
Phone: