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March 21, 2025

City of Mauston
303 Mansion Street
Mauston, WI 53948

Re: Social Media Services, Graphic Design, and Website Management Contract

Dear City of Mauston,

This Contract ("Contract") is entered into between Sarah Wilke ("Provider") and the City of Mauston ("Client") for the provision of social media services, graphic design, and website management.

Scope of Services:

Provider will provide social media services, graphic design, and website management to promote and enhance the online presence of the City of Mauston as an independent contractor. This includes:

- **Social Media Services:** Social media account management, content creation, and promotional material development for various departments.
- **Graphic Design:** Creation and editing of graphics and marketing materials.
- **Website Management:** Regular updates, minor design adjustments, plugin and software updates, basic troubleshooting, and content modifications.

Deliverables:

Provider will deliver the agreed-upon services and deliverables as per the project timeline mutually agreed upon by both parties.

Payment Terms:

Client agrees to compensate Provider as follows:

- **\$250.00 monthly** for unlimited design and editing of graphics and materials.

- **\$100.00 additional monthly** for website management and editing services.
- Any additional costs, expenses, or materials will be handled as specified.

Confidentiality:

Both parties agree to keep sensitive information disclosed during this engagement confidential.

Termination:

Either party may terminate this Contract by providing written notice. In the event of termination, Client agrees to compensate Provider for all services rendered up to the termination date.

Please indicate your acceptance of the terms outlined in this Contract by signing below. This Contract shall become effective as of the date first written above.



[Sarah A. Wilke]

[City of Mauston]

By signing this Contract, both parties agree to be bound by its terms and conditions.