STATEMENT OF WORK

Reference BLS-SOW-006. Monthly retainer services.

This Statement of Work is entered into between Brightline Studio (Synthetic Agency), referred to as the Agency, and Oakhaven Home Builders, referred to as the Client.

1. Term

This Statement of Work takes effect on June 1, 2025, the Effective Date, and continues until either party ends it by giving 30 days written notice.

2. Scope of Services

Each month the Agency provides the following services to the Client:

- Project portfolio website updates
- Social media management with ten posts per month
- Lead generation campaign management
- Monthly performance report

Work outside this scope needs a written change order signed by both parties before it begins.

3. Client Responsibilities

The Client gives the Agency timely access to brand assets, accounts and approvers, and responds to review requests within five business days.

4. Fees and Billing

The Client pays the Agency a monthly retainer fee of $7,500.00, referred to as the Retainer, for the services described in this Statement of Work.

Billing convention: the Agency invoices the Retainer monthly in advance. Each invoice is dated the 1st of the month and covers that calendar month.

Invoices are payable within 30 days of the invoice date. All amounts are in United States dollars and exclude sales tax. Third party costs that the Client approves in writing are billed to the Client at cost, with no markup.

5. General Terms

Each party keeps the other's non-public information confidential during and after the term. Ownership of final deliverables passes to the Client on payment in full. Any change to scope or fees must be agreed in writing and signed by both parties.

Signatures

Signed for Brightline Studio (Synthetic Agency)
Authorized signatory: [Sample Signatory]

Date: June 1, 2025

Signed for Oakhaven Home Builders
Authorized signatory: [Sample Signatory]

Date: June 1, 2025

Approved Expense Notice

Issued under Statement of Work BLS-SOW-006. Dated September 24, 2026.

The Client approves this pass-through expense, paid by the Agency on the Client's behalf: Annual stock imagery license, $1,180.00, incurred September 2026, billable to the Client at cost with the October 2026 invoice.

For Brightline Studio (Synthetic Agency): [Sample Signatory], authorized signatory. Date: September 24, 2026

For Oakhaven Home Builders: [Sample Signatory], authorized signatory. Date: September 24, 2026