

# Curriculum design and development Service Agreement

This Service Agreement – Curriculum Design and Development – is made and entered into as of:

**[Date] ...../...../2025**

**by and between:**

ACE Advancing Curriculum Excellence  
14 Goldington Avenue, Bedford MK403BY

**Represented by:**

**Marie-Ena I. Lewis**

**Curriculum Development Specialist**

**14 Goldington Avenue, Bedford MK403BY**

**07492 086 291**

**Marieena.ibo@gmail.com**

**And**

**Client:**

**[School/Organization Name], [Address], [Email], [Phone Number]**

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## **1. Scope of Services**

**The Service Provider agrees to provide curriculum design and development services as described below:**

- Type of Work: [Specify, e.g., K–12 Curriculum, Single Subject Module, Corporate Training Program]
  - Deliverables: [Briefly describe, e.g., lesson plans, teacher guides, assessments, multimedia resources]
  - Timeline: [Specify start and end dates]
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## 2. Fees and Payment

- Total Fee: [Specify in GBP/EUR/USD]
  - Payment Terms: [e.g., 50% deposit upon signing, 50% upon delivery]
  - Additional Costs: Travel, accommodation, materials, or other agreed expenses billed separately.
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## 3. Client Responsibilities

- Provide necessary information, documents, and access to staff
  - Ensure timely feedback and approvals
  - Payment as agreed in Section 2
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## 4. Cancellation and Rescheduling

- Cancellation by Client: [Specify, e.g., partial refund if cancelled within a certain period]
  - Cancellation by Service Provider: Service Provider will provide notice and either reschedule or refund fees.
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## 5. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the project.

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## 6. Intellectual Property

All materials created remain the intellectual property of the Service Provider. The Client may use materials only for internal educational purposes.

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### **7. Liability**

The Service Provider will not be liable for indirect or consequential damages. Liability is limited to the total fees paid under this Agreement.

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### **8. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of [Country/Region].

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### **9. Acceptance**

By signing below, both parties agree to the terms of this Agreement.

**Service Provider:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Client:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_