

Curriculum design and development, Secondary curriculum Service Agreement

SERVICE AGREEMENT

This Service Agreement – Curriculum design and development (Primary & Secondary, SEN) – 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]

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.

6. Intellectual Property

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

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.

8. Governing Law

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

9. Acceptance

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

Service Provider:

Name: _____

Signature: _____

Date: _____

Client:

Name: _____

Signature: _____

Date: _____