

Communications Coordinator – Professional Services Proposal

Columbia Township represented by Melissa Taylor,

Title: Administrator

Email: melissa@ColumbiaTwp.org

Phone: 513-460-1688

Address: 5686 Kenwood Rd., Cincinnati 45227

Contractor - Chandra Buswell

Chandrabuswell@yahoo.com ~ (513) 532-4424

3718 Carlton Street, Cincinnati, OH 45227

This document serves as a proposal between Columbia Township and Chandra Buswell, hereafter known as "Contractor":

- A. Columbia Township desires to engage the Contractor for professional marketing & communications services to support research and development of "The Voice" resident and business news magazine and also to coordinate print and digital media communications about public services, programs, and community engagement activities.
- B. Both parties agree to the following terms:
 - 1. Work scope will be determined by the Columbia Township Administrator and Agent.
 - 2. Columbia Township will pay the Contractor \$85 per hour. Contractor is responsible for business taxes, insurance, gas, phone, and other expenses incurred in providing professional services; Columbia Township is responsible for all expenses related to products or services it commits to directly. Contractor will bill hours monthly in the first week of each month.
 - 3. Any changes to this agreement must be in writing and signed by both Columbia Township and Contractor. Oral agreements are non-binding.

IN WITNESS WHEREOF, the parties have reviewed this Proposal and have agreement to be executed by their duly authorized representatives as of the date signed below.

Host: Melissa Taylor

Contractor: Chandra Buswell

Date: May 11, 2022

Date: 5/11/2022