

**Contract for Services:**

**FTR Freelance Magazine Editor, and Freelance Advertising Manager**

This contract for Hare Scramble score keeping maintenance is entered into between **Florida Trail Riders, Inc (FTR)** and \_\_\_\_\_ (**Provider**). Provider will provide FTR with Magazine Editor and Advertising Manager services required by FTR. FTR and Provider hereby agree to the following provisions:

1. Provider shall provide services as defined in Appendices A1, A2, B, and C of this contract.
2. Compensation for Services: \$ \_\_\_\_\_ per month for Advertising Manager; and \$ \_\_\_\_\_ per month for Magazine Editor.
3. Magazine editor/advertising manager is not an FTR employee. Magazine editor/publisher/advertising manager is an independent contractor as defined by the US Internal Revenue Service.
4. Modifications to this contract may be made with the agreement of both parties at any time.
5. Termination of this contract may be made with a 60 days written notice by either party.
6. The term of this contract shall be 2 seasons (2024-25 thru 2025-26). FTR Season starts on July 1 of each year and ends on June 30<sup>th</sup>.

Accepted and agreed to:

**Florida Trail Riders, Inc.**

\_\_\_\_\_  
Randy Faul, FTR President

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

**Provider**

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

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

Printed Name: \_\_\_\_\_

## **Appendix A1**

### **Florida Trail Riders, Inc. (FTR) Magazine Editor**

Provider shall serve as editor and publisher of the magazine and provide the following services:

#### **I. For printed and online editions of the magazine:**

Work with advertisers adding, correcting, and changing or canceling ads. Solicit advertising from appropriate businesses and individuals.

Provide the Business Manager with a monthly report that provides prices charged and description of what the charges are for.

Cooperate with the Business Manager, clubs, and committees for timely publication of required items, such as committee minutes, election ballots, etc.

Provide email reminders to those providing regular columns or pictures to the magazine of upcoming submission deadlines.

Work with Banquet Committee on advertising for the Annual Awards Banquet.

Maintain correct contact information in the magazine.

#### **II. For printed editions of the magazine:**

Provide formatting and layout of the FTR magazine, in a format and fashion acceptable to a commercial printer without intervention or charges for formatting and layout by such commercial printer/publisher to print said publication.

**Provide camera ready copy to printer in sufficient time for printing and mailing of the magazine by the 15<sup>th</sup> of each month being published.**

Meet with printer each month to go over upcoming magazine.

Provide typesetter with copy, check for obvious typos, and ensure the proper ads, and articles for that issue are included.

#### **III. For online editions of the magazine:**

Provide formatting and layout of the FTR magazine, in a format and fashion similar to printed edition, to the FTR webmaster without intervention or charges for formatting and layout by the FTR webmaster.

***Provide availability of magazine by the 15<sup>th</sup> of each month published to the web site.***

## **Appendix A2**

### **Florida Trail Riders, Inc. (FTR) Advertising Manager**

Provider shall serve as FTR Advertising Manager and provide the following services:

- Act as agent for advertising accounts.
- Market the events of FTR to potential clients.
- Create pricing strategies and deals for advertisers.
- Form sales contacts and negotiating with clients.
- Creating and managing ad contracts, in-bound and outbound advertising correspondence
- Enter customer information, define invoicing and attach contract in PDF format to customer record in Quick Books.
- Provide the EC with the Quick Books Accounts Receivable (A/R) Aging Summary report every monthly via email.
- Remove delinquent customers from upcoming magazine until payment is made. Delinquency criteria is determined by the EC.
- Creating, editing and updating custom ads paid for by the client.
- Managing client relationships and sending follow-up notices/renewals.
- Working with business manager to collect invoices; tracing down contracts
- Supporting advertising partnerships; creating, editing and updating house ads.
- Communicating with clients to assure that ads and editorial content is executed according to contract.
- Soliciting new advertisers; calling upon traditional motorcycle shops, retail shops, dealers, clubs,, online vendors and additional special markets.
- Inspect layouts and advertising copy and other promotional material for adherence to specifications prior to publication.
- Coordination publicity and promotion of online advertising; graphic design of online ads.
- Establishing promotional plans for special events; concept and design of promotional programs with editor.
- Developing sales content, managing copywriting and production of advertisements.
- Responsible for shipping magazines to new members, back issues, storage issues.
- Representing FTR Magazine at events.

## **Appendix B**

### **Facilities, Equipment, Software and Supplies Supplied by Provider:**

Independent contractor provides all facilities, equipment, software and supplies required to provide the services described in Appendix A1 and Appendix A2.

## **Appendix C**

### **Facilities, Equipment, Software and Supplies Supplied by FTR:**

None