

## **Administration Only Agreement SAMPLE**

This agreement entered this date of service, between Shar'n Clark, Shake 'Em Up Music hereinafter referred to as "Administrator" and songwriter/publisher hereinafter, referred to as "Publisher."

"Administrator" shall provide all necessary administrative management services and supervisory facilities for "Publisher" and agrees to take all necessary and proper steps to protect the copyrights owned by "Publisher." Such services, facilities and protective measures shall be comparable, at least to the best facilities, services and protective measures provided by "Administrator" to any other company which "Administrator" shall also be acting during the term hereof in the same capacity as it agrees herein to act for "Publisher." Such services and facilities could include registrations through performing rights organizations, library of congress (when necessary), issuing all licensing duties, collection of royalties, and all other services not hereinafter specifically accepted.

All expenses incurred by "Administrator" on behalf of "Publisher" will be reimbursed only after a mutual agreement has been made. "Administrator" will provide an invoice for such expenses with attachment of statements.

### **TERM**

The initial term of this Agreement shall be for one (1) year beginning date of service. This agreement shall then continue until either party gives written notice to the other of its desire to terminate this agreement and that termination shall become effective sixty (60) days after receipt of notice.

### **COMPENSATION**

A one-time set up fee will be paid to "Administrator" for agreements and correspondence to all performing rights organizations and clearing any outstanding items prior to any services can be started on behalf of the Publisher(s). This is administration fee: negotiated amount.

As stated in above paragraph, for all such services, "Administrator" shall be authorized to retain ten percent (10%) of the gross income received by or on behalf of Publisher from all sources during the term of this agreement (the "Administration Fee"). If additional services such as issuing licenses negotiated fees per license will be paid to "Administrator," this is based on the time that will be invested.

This agreement may not be changed or waived in whole or in part orally. This document will remain completely confidential. This document has been agreed upon and understood by the following parties

Songwriter/Publisher  
(signature)

Shar'n Clark, Shake 'Em Up Music  
(signature)