

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: DJ Service Contract

This letter serves as a formal agreement for the DJ services to be provided for [Event Name] scheduled on [Event Date] at [Event Location].

****1. Services Provided:****

[Your DJ Service Company Name] will provide the following services:

- Professional DJ services
- Sound and lighting equipment
- [Any additional services provided, e.g., MC services, special requests]

****2. Event Details:****

Date of Event: [Event Date]

Start Time: [Start Time]

End Time: [End Time]

Location: [Event Venue Address]

****3. Payment Terms:****

Total Cost: [Total Amount]

Deposit: [Deposit Amount] due by [Deposit Due Date]

Remaining Balance: [Remaining Amount] due by [Balance Due Date]

****4. Cancellation Policy:****

[Outline your cancellation terms, e.g., notice period, refund policy.]

****5. Signature:****

Please indicate your acceptance of this contract by signing below and returning a copy to us by [Return Date].

[Client's Name]

[Client's Signature]

Date: _____

We look forward to providing an unforgettable experience at your event!

Best regards,

[Your Name]

[Your DJ Service Company Name]

[Your Website]

[Your Signature]

Date: _____