

Service Agreement

Reviewed — OK to sign

No. DS-2026-014

Between Demo SRL, Str. Exemplu 1, Ploiesti, Romania (the "Provider")
and Exemplu Trading SRL, Bd. Model 25, Bucharest, Romania (the "Client").

1. Subject

The Provider shall deliver monthly bookkeeping, payroll processing and VAT return preparation for the Client, as described in Annex 1.

2. Term

This agreement starts on 1 October 2026 and runs for twelve (12) months. It renews automatically for further twelve-month periods unless either party gives thirty (30) days written notice.

3. Fees

The Client pays a fixed monthly fee of EUR 450, excluding VAT, invoiced on the first working day of each month and payable within fifteen (15) days of the invoice date.

4. Client obligations

The Client provides all source documents (invoices, bank statements, timesheets) no later than the 5th day of the following month, complete and legible.

5. Confidentiality

Each party keeps confidential all information received from the other party and uses it only for the purpose of this agreement, during its term and for three (3) years after.

6. Liability

The Provider is liable only for direct damage caused by its gross negligence, limited to the fees paid in the last six (6) months before the event.

7. Data protection

The Provider processes personal data only on the documented instructions of the Client and in line with Regulation (EU) 2016/679.

8. Termination

Either party may terminate this agreement with immediate effect if the other party materially breaches it and does not remedy the breach within fifteen (15) days of written notice.

Services included (tick):

- ☒ Bookkeeping
- ☒ Payroll
- ☒ VAT returns
- ☐ Annual financial statements

For the Provider — Demo SRL

Alex Martin

Signature

Alex Martin, Director

Name

28.09.2026

Date

For the Client — Exemplu Trading SRL

Maria Exemplu

Signature

Maria Exemplu, Administrator

Name

28.09.2026

Date