**DEAL MEMO**

**TO: [INSERT NAME OF RECIPIENT]**

**FROM: [INSERT NAME OF SENDER/ORGANIZATION]**

**DATE: [INSERT COMPLETE DATE]**

**SUBJECT: [INSERT MEMO SUBJECT TITLE]**

This is a sample deal memo template that you can use when it comes to agreeing and confirming the standard agreements of a deal to open up a business that specializes in [INSERT SPECIFIC BUSINESS FIELD]. This will confirm the agreement between [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B].

There will be general terms and conditions of this memo that both organizations should comply. This is necessary in order to follow [INSERT DEPARTMENT OR AGENCY]’s standard rules for opening up a specific business. The content of the deal memo, dated as of [INSERT COMPLETE DATE], is specified and entered into [INSERT DEPARTMENT] which sets forth the terms and conditions between [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B]. The license of the content is stated in [INSERT SPECIFIC CONTENT TITLE] for public display utilizing [INSERT NAME OF AGENCY] business proceedings. The [INSERT COUNTRY] government has the full responsibility when it comes to regulating and monitoring if both organizations adhere to the mandated ground rules for opening up a business and granting business permit.

[INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] should comply in providing all required documents for opening up a business. The [INSERT DEPARTMENT] has the directive regarding transparency, participation, and collaboration for both organizations, [INSERT DEPARTMENT] wants to make certain that [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] agree to the mentioned premises, the joint arrangements, and agreements contained herewith, and other relevant and reasonable provisions stated on this memo.

**Granting of Business License**

I. Depending to the limitations stated on this memo, [INSERT DEPARTMENT] grants [INSERT ORGANIZATION A] and [ORGANIZATION B] a non-exclusive, non-transferable business license to sell, showcase, and distribute goods and services to the general public. For the reason of elaboration, [INSERT DEPARTMENT] agree that both organizations provided under this memo served against the business licensed within the [INSERT AGENCY]. Nevertheless, the preceding or anything to the contrary, [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] acknowledges that [INSERT DEPARTMENT] does not supervise the distribution partners’ businesses for both organizations. Therefore in case there are any monetary agreement occurs within such partners’ distribution, [INSERT DEPARTMENT] will not hold accountable for any possible ground rule infringement.

II. [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] shall carry out the business licensed content and should be displayed publicly. [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] may exercise the business rights granted hereby in relation to the stated provisions:

* [INSERT ORGANIZATION A] and any other related businesses’ (including any sub-businesses and related firms) products and services.
* Any other business owners or other place into which the [INSERT ORGANIZATION B] may be given other business duties and business obligations.
* Every related business owner that is authorized by [INSERT AGENCY] in showcasing both organizations’ products and services is allowed but with preceding written consent addressed to [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B]. If either party opposes the request, then further continuation is prohibited.
* When it comes to paid advertisement, proper credit as stipulated by [INSERT DEPARTMENT] for both organizations’ discretion in pursuance to proper marketing rules and conducts.

Generally, both organizations may acknowledge in expanding the scope of their business domains and subject areas, this also includes additional methods for new services that general public can take advantage. Allowing more services marketing on which [INSERT AGENCY] authorizes each organization whenever they attempt to introduce new business to the public. The given terms and conditions of any such or expanded business license will be showcased on an exhibit and will be connected to this Deal Memo. This should be during the performance by both organizations in which the license rights may be exercised. In the event of a dispute between the organizations and the major content of this deal memo, the [INSERT AGENCY] will supervise.

**Organizations’ Rights and Responsibilities**

[INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] hold the full rights and responsibilities, nonetheless as provided hereby, both organizations shall not authorize or change third parties in adjusting the business license without each organization’s consent. For further elaboration, the preceding provisions will not define the business license. Such guidelines are required (regarding presence of other business owners and organizations), if any, provided by [INSERT AGENCY] and should be in a handwritten manner. [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] shall comply by any restrictions on the serviceability of the business license as stated and transmitted by [INSERT AGENCY] in connection with specified marketing information for network distribution.

If otherwise, either of the organization’s business distributors of such product and service on a non-reciprocal manner. [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] are subject to the restriction of product and service availability that is in accordance to this deal memo if in an instance of infringement issue. [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] have the sole right to distinguish [INSERT SPECIFIC PRODUCT OR SERVICE] that are associated to the distribution hereof. [INSERT AGENCY] has the full control in electing both organizations’ sole discretion, not to advertise any or all unlicensed [INSERT PRODUCT OR SERVICE]. Either business or organization has the full right in declining to showcase or advertise any or all business content if either of the organization identifies, in its sole discretion that any of the marketing content may be subject to legal dispute or claim.

[INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] acknowledges that a business trademark or logo should be unique and with no instance of duplication to avoid future conflicts or copyright infringement. [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] acknowledges not to showcase any competitor or government seals on their respective services unless there is an authorization to do so. [INSERT AGENCY] has been granted by the [INSERT GOVERNMENT DEPARTMENT] may list the organization’s name publicly for customer availability and recognition as long as the name is not shown in a conspicuous way.

The moment this deal memo is in effect, both organizations must deliver at no cost to [INSERT DEPARTMENT] the business plans and projects per the classifications projected in the business content provided by [INSERT AGENCY]. This will be updated regularly by [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B]. Both organization’s business license shall be delivered to them for free including any relevant and essential documents required when starting up a business.

IN WITNESS HEREOF, [INSERT ORGANIZATION A] and [INSERT ORGANIZATION B] have acknowledged to the terms and conditions stipulated on this deal memo on [INSERT COMPLETE DATE] at [INSERT LOCATION].

[INSERT NAME]

[INSERT JOB TITLE], [INSERT ORGANIZATION A]

[INSERT NAME]

[INSERT JOB TITLE], [INSERT ORGANIZATION B]