

Consulting Services Engagement Letter

Date: June 12, 2024

Client: [Client Name]

Address: [Client Address]

Dear [Client Name],

This letter confirms our understanding regarding the consulting services that [Consultant Name/Company] (â€œConsultantâ€) will provide to [Client Name] (â€œClientâ€).

1. Scope of Services

The Consultant will provide the following services:

- [Description of Service 1]
- [Description of Service 2]
- [Additional services as agreed in writing]

2. Fees and Payment Terms

The Consultantâ€™s fee for these services will be [fee and payment structure]. Payment is due within [number] days of receipt of invoice.

3. Term & Termination

This engagement begins on [start date] and shall continue until [end date or termination terms], unless terminated sooner by either party upon [number] daysâ€™ written notice.

4. Confidentiality

Both parties agree to keep confidential all non-public information exchanged throughout the duration of this engagement.

5. Limitation of Liability

The Consultantâ€™s liability to the Client for any cause shall not exceed the total fees paid under this engagement.

6. Acceptance

If the terms outlined above are acceptable, please sign and return a copy of this letter.

Sincerely,

[Consultant Name/Company]

[Consultant Name], [Title]

Acknowledged and Agreed,

[Client Name]

[Client Name], [Title]

Date: _____