

Business Management Consulting Engagement Letter

Date: _____

To: [Client Name]

[Client Address]

Subject: Engagement Letter for Management Consulting Services

Dear [Client Contact Name],

This letter confirms the terms of engagement between [Consulting Firm Name] (â€œConsultantâ€) and [Client Name] (â€œClientâ€) for business management consulting services.

Scope of Services

Consultant will provide the following services:

[Brief description of services, e.g., business strategy analysis, operational improvements, financial advisory, etc.]

Term of Engagement

The engagement will commence on [Start Date] and shall continue until [End Date/Completion of Services], unless terminated earlier in accordance with the terms herein.

Fees and Payment Terms

Fees for the services will be [Fee structure, e.g., hourly rate, project-based fee, retainer, etc.]. Invoices are payable within [number] days of receipt.

Confidentiality

Consultant agrees to maintain the confidentiality of all confidential information received in connection with this engagement.

Limitation of Liability

Consultantâ€™s liability to Client shall not exceed the total amount paid by Client for the services rendered under this agreement.

Termination

Either party may terminate this engagement with written notice. Upon termination, Client shall pay for all services rendered up to the date of termination.

Acceptance

Please sign below to confirm acceptance of the terms outlined above.

Accepted and agreed by:

[Client Name & Title]

[Consulting Firm Name & Title]