

IT Consulting Engagement Letter

Date: _____

To:

[Client Company Name]

[Client Address]

[City, State, ZIP]

Dear [Client Contact Name],

This Engagement Letter ("Agreement") confirms the terms under which [Consultant Name] ("Consultant") will provide IT Consulting Services to [Client Company Name] ("Client").

1. Scope of Services

The Consultant will provide the following IT consulting services:

- Assessment and analysis of current IT infrastructure
- Recommendations for system improvements
- Implementation of approved solutions
- Ongoing maintenance and support as agreed

2. Term

This Agreement will commence on [Start Date] and continue until [End Date] or until terminated by either party with written notice.

3. Fees and Payment Terms

The Client agrees to pay the Consultant at the rate of [Fee Amount] per [hour/project], payable within [number] days upon receipt of an invoice.

4. Confidentiality

The Consultant will not disclose or use any confidential information obtained during the engagement except as required for the performance of the services.

5. Limitation of Liability

The Consultant's liability for any claim arising out of this engagement will be limited to the fees paid by the Client under this Agreement.

6. Acceptance

If the terms described above are agreeable, please sign below to confirm your acceptance.

[Consultant Name]

[Consultant Title]

[Client Name]

[Client Title]

[Client Company Name]

Date: _____