

# 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.

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[Consultant Name]

[Consultant Title]

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[Client Name]

[Client Title]

[Client Company Name]

Date: \_\_\_\_\_