

# Technology Consulting Engagement Letter

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

To:

[Client Name]

[Client Address]

Dear [Client Name],

This letter confirms the terms of engagement between [Consulting Firm Name] ("Consultant") and [Client Name] ("Client") for technology consulting services as described below.

## 1. Scope of Services

Consultant will provide the following services:

- [Describe the consulting services to be provided, e.g., system analysis, IT strategy, implementation support, etc.]

## 2. Fees and Payment Terms

Consulting fees: [Insert fee structure, e.g., hourly rate or fixed fee].

Payment terms: [Insert payment terms, e.g., payment within 30 days of invoice].

## 3. Term of Engagement

The engagement will commence on [Start Date] and continue until [End Date or state "completion of services"] unless terminated earlier as per this agreement.

## 4. Confidentiality

Both parties agree to maintain the confidentiality of all information exchanged during the engagement.

## 5. Limitation of Liability

Consultant's liability under this engagement is limited to the amount of fees paid by Client for the services provided.

## 6. Acceptance

By signing below, both parties agree to the terms set forth in this engagement letter.

\_\_\_\_\_  
[Consultant Name/Title]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Client Name/Title]

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Date