

# Business Consulting Services Agreement Outline

## 1. Introduction

- Effective Date
- Parties Involved
- Purpose of Agreement

## 2. Scope of Services

- Description of Consulting Services
- Deliverables
- Project Timeline

## 3. Compensation

- Fee Structure
- Payment Terms
- Expenses and Reimbursements

## 4. Term & Termination

- Term of Agreement
- Termination Rights
- Notice Requirements

## 5. Confidentiality

- Confidential Information Definition
- Obligations and Exceptions

## 6. Intellectual Property

- Ownership of Work Product
- Licensing if Applicable

## 7. Independent Contractor Status

- No Employer-Employee Relationship
- Responsibilities and Liabilities

## 8. Representations and Warranties

- Authority to Enter Agreement
- Quality of Services

## 9. Indemnification & Limitation of Liability

- Indemnification Clause
- Limitation of Damages

## 10. General Provisions

- Governing Law
- Entire Agreement

- Amendment Procedures
- Severability
- Notices

## **11. Signatures**

- Consultant Signature & Date
- Client Signature & Date