

# Consulting Engagement Letter

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

Client: \_\_\_\_\_

Re: Financial Advisory Engagement

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## 1. Introduction

This letter confirms the terms and scope of the consulting engagement between **[Consultant Name/Company]** ("Consultant") and **[Client Name]** ("Client") for the provision of financial advisory services.

## 2. Scope of Services

The Consultant will provide the following services:

- Review and analysis of financial statements and reports
- Evaluation of financial performance and position
- Strategic financial planning and recommendations
- Preparation of advisory reports and presentations
- Other related consulting services as agreed in writing

## 3. Deliverables

The Consultant will deliver the following:

- Written financial analysis reports
- Recommendations for financial improvement
- Presentations as required

## 4. Duration

This engagement will begin on \_\_\_\_\_ and is expected to be completed by \_\_\_\_\_, unless extended or terminated by either party in writing.

## 5. Fees & Payment Terms

The Consultant will charge a fee of \$\_\_\_\_\_ for the services described. Invoices will be issued **[monthly/upon completion]** and are payable within **30 days** of receipt.

## 6. Confidentiality

Both parties agree to maintain confidentiality with respect to all confidential information exchanged during this engagement.

## 7. Limitation of Liability

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

## 8. Acceptance of Terms

By signing below, both parties confirm their acceptance of this engagement under the terms described above.

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Consultant Signature & Date

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Client Signature & Date