

# Business Process Consulting Engagement Letter

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

To:

[Client Name]

[Client Address Line 1]

[Client Address Line 2]

Dear [Client Contact Name],

This letter confirms and sets forth the agreement between [Consulting Firm Name] ("Consultant") and [Client Name] ("Client") regarding the business process consulting services to be provided.

## Scope of Services

- Review and analysis of current business processes
- Identification of improvement opportunities
- Recommendations for process enhancements
- Support in implementation planning
- Other related consulting services as mutually agreed

## Consulting Fees

Fees for the consulting services shall be [fee structure, e.g., \$\_\_\_\_ per hour / fixed fee of \$\_\_\_\_]. Additional expenses, if any, will be invoiced at cost with prior client approval.

## Term and Termination

This engagement shall commence on [start date] and continue until [end date / completion of the project], unless terminated earlier by either party upon written notice.

## Confidentiality

Both parties agree to maintain in confidence any confidential information obtained during the course of this engagement.

## Acceptance

Please sign below to indicate your acceptance of the terms and conditions outlined in this engagement letter.

\_\_\_\_\_

[Client Name]

Authorized Signature

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

[Consulting Firm Name]

Authorized Signature

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