

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: _____