

# IT Consulting Engagement Letter

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

**To:** [Client Name]

**Address:** [Client Address]

**Email:** [Client Email]

## 1. Introduction

This Engagement Letter ("Agreement") defines the terms and conditions under which [Consultant/Company Name] will provide IT consulting services to [Client Name].

## 2. Scope of Services

- [Detailed description of consulting services, e.g., IT project management, strategy consulting, technical implementation, etc.]
- [Deliverables and outcomes expected]
- [Timeline and milestones]

## 3. Compensation & Payment Terms

- Fee Structure: [Hourly/Project-based/Retainer]
- Payment Schedule: [upon delivery/monthly/other]
- Payment Method: [Bank Transfer/Cheque/Other]

## 4. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary or sensitive information exchanged during the course of this engagement.

## 5. Term & Termination

This Agreement will commence on the effective date and remain in force until completion of the services, unless earlier terminated by either party with written notice.

## 6. Acceptance

Please indicate your acceptance of these terms by signing below.

\_\_\_\_\_  
[Consultant/Company Name]

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

\_\_\_\_\_  
[Client Name]

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