

DATE

CONTACT NAME
TITLE
COMPANY
ADDRESS
CITY, STATE, ZIP

Dear [CONTACT NAME]

Thank you for the opportunity to provide contracting/consulting [*choose one*] services to COMPANY located at [FULL ADDRESS AND TELEPHONE NUMBER]. This letter summarizes our conversation from [DATE] regarding this project and will serve as the agreement between us.

[Use one of the following]

[CONSULTING FIRM] agrees to perform the following services for [COMPANY]: [*Summarize the project here as specifically as possible, stating the nature of the project and any conditions or results that you and the client have discussed.*]

First service

Second service

The estimated range of hours for this project is from XX to YY, plus the training time, which was not estimated.

OR

[CONSULTING FIRM] will perform services for COMPANY as described in the exhibit attached to this letter. [*Summarize the project in the attachment as specifically as possible, stating the nature of the project and any conditions or results that you and the client have discussed.*]

These services will begin on DATE. The completion date is planned for DATE [but is open-ended because of the unknown training time for your staff].

In consideration for our performance of these services, you agree to pay [CONSULTING FIRM] (*choose one*) at the rate of \$XX.XX per hour OR a fixed fee of \$XX.XX. This rate is for services only and does not include other costs such as software, hardware, or travel expenses that may be required by this engagement. These other costs will be billed to COMPANY as they are incurred and will be due within HOW MANY business days after the date on the invoice.

[If being paid in two or more parts on a fixed-fee basis, modify the following:]

[CONSULTING FIRM] will be paid in [two] installments. The first installment will be \$XX.XX and is due on DATE. After [CONSULTING FIRM] completes the project, we will submit an invoice for the remaining amount of \$XX.XX. This amount will be due within HOW MANY business days after the date on the invoice. [*If there are more than two payments, modify accordingly.*]

[If you are charging by the hour, use this and modify, especially if the client agreed to pay you some money up front:]

[CONSULTING FIRM] will be paid the amount of \$XX.XX on DATE [*this should be before you begin the project*], after which date [CONSULTING FIRM] will begin work on the project. Upon completion of the project, [CONSULTING FIRM] will submit an invoice that totals all hours on this project, multiplies them by the hourly rate of \$XX.XX, and subtracts the amount advanced on DATE from the total. The total remaining amount will be due within HOW MANY business days after the date on the invoice. This rate is for services only and does not include other costs such as software, hardware, or travel expenses that may be required by this engagement. These other costs will be billed to COMPANY as they are incurred and will be due within HOW MANY business days after the date on the invoice.

[Use the following if you anticipate submitting invoices throughout the project, although in that case, you should consider a longer contract:]

[CONSULTING FIRM] will submit an invoice for services and other costs on the 15th and last day of each month. The specified amount will be due within HOW MANY business days after the date on each invoice.

If this agreement accurately summarizes the terms of our earlier conversation, please sign below on this and the attached copy. Retain one copy for your records and return one signed copy to me. My e-mail address is XX. My fax number is (xxx) xxx-xxxx.

Best regards,

[NAME]
[Title]

The undersigned agree to the terms and conditions set forth in this document and are authorized to execute this Letter of Agreement.

[CONSULTING FIRM].
By: _____ Signature Above
Print Name: _____
Title: _____
Date: _____

COMPANY
Signature: _____
Print Name: _____
Title: _____
Date: _____