

Standard Consulting Engagement Letter

Date: _____

To:

Dear _____,

This letter confirms our understanding and agreement for consulting services to be provided by **[Consultant]** to **[Client]**.

1. Scope of Services

The Consultant will provide the following services:

2. Term

The term of this engagement will begin on _____ and will continue until _____, unless terminated earlier according to this agreement.

3. Fees and Payment

The Client agrees to pay the Consultant:

_____ per hour / per project / monthly retainer (choose as appropriate), payable within _____ days of invoice receipt.

4. Confidentiality

Both parties agree to maintain the confidentiality of all information obtained during the course of this engagement.

5. Independent Contractor

The Consultant is engaged as an independent contractor and not as an employee of the Client.

6. Termination

Either party may terminate this agreement with _____ days written notice.

7. Acceptance

If the terms of this letter are acceptable, please sign and return a copy to confirm your agreement.

[Consultant Name/Title]

Date: _____

[Client Name/Title]
Date: _____