

# 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: \_\_\_\_\_

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[Client Name/Title]  
Date: \_\_\_\_\_